

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 16 CHAPTER 1
PARAGRAPHS 54 - 112

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16.54 UNMA010B - PROJECTED DELIVERY/ACCEPTANCE TRANSACTIONS

a. Data Summary

PURPOSE:	Provide input personnel with a listing and acceptance transaction, which failed to pass validation and require correction.
SOURCE OF DATA:	Mainframe Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification/Number/Contract Line Item/batch and within Contract Administration Office
PAGE BREAK	Contract Administration Office.
SPECIAL INSTRUCTIONS:	Transactions which have both rejectable and acceptable errors will not appear on the DD Form 250 recycling awaiting action report, UNMC140A.

16.54 UNMA010B - REJECTED DELIVERY/ACCEPTANCE TRANSACTIONS (CONT'D)

b. Sample Report

REPORT NUMBER	UNMA010B	DATE	93 AUG 12	CAO CODE	99	PAGE	0002
REJECTED DELIVERY-ACCEPTANCE TRANSACTIONS						*** ACCEPTABLE ERRORS	
PIIN	SPIIN	SHIP NO	ERRORS				
DLA12093FFF29		BKM0004					
ADP	SHIP	QTY	QTY	D	ACT/EST	DATE	S
FIC POINT	TO	CLIN	SHIPPED	UM	ACCEPTED	C	ACC'D
PKN	SC1026	SW3400	0024AD	00000097	PG	00000097	93 AUG 06
							93 AUG 06
							A
							319 F/C-UNMATCHED PIIN/SPIIN

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA010B	Rejected Delivery/Acceptance Transactions Format Code.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the input.
PAGE	Page number.
REPORT NAME	Rejected Delivery/Acceptance Report.
ERRORS	An error message which depicts the type of validation and the data element that failed validation; if this is an acceptable error, the message will be preceded by asterisks. See the note at the end of this report element descriptions where the entire listing of all error messages and their probable causes are documented.
PIIN	Procurement Instrument Identification Number. The Contract Number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a Contract, Basic Ordering Agreement and/or a Blanket Purchase Agreement.
SHIP NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank.
BATCH NO	The Batch Number this transaction was input from (i.e., 09F01).
FIC	Format Identifier Code for the transaction being reported.
NQA	FIC used to input data elements about a supply line item shipment.
CLIN	Contract Line Item Number. Subline, Exhibit Line, or Exhibit Subline used to identify the item or service being reported.

REPORT ELEMENTELEMENT DESCRIPTION

DTE SHPD	The actual/estimated date the material was shipped. If this is an estimated ship date the decade position in the year will be alpha (i.e., P for 70s, Q for 80s and R for 90s). That format is YYMMDD.
MDE	Mode of Shipment used to deliver the item which was shipped. For applicable codes, see part 15, appendix 42.
AC	Acceptance Code. A = Input of an acceptance or shipment and acceptance when the acceptance site is at destination. C = When Certificate of Conformance is the sole acceptance requirement. D = Destination acceptance shipment which has not been accepted. P = Unsigned CCC other than Air Force which requires source acceptance. S = Source acceptance shipment.
SHIP TO	A six position code depicting the Ship To address in the contract/shipping instructions. Cannot contain an alpha I or O.
MARK FOR	The ultimate destination of the item being delivered which is taken from the contract/shipping instruction. Cannot contain alpha I or O.
MIL	MILSTRIP Supplement. An indicator that MILSTRIP Record(s) (NQF) will follow this record. Will be 2 or blank.
QTY SHPD	Quantity Shipped. The quantity of this item included in this shipment.
AV	Shipment Advice Code. A code representing specific conditions about a shipment of material from a contractor to the Government. For the applicable codes, see part 15, appendix 43 of this manual.
UM	Unit of Measure. A two position alpha field depicting the purchase unit, such as: EA = each, PT = pint, LB = pound, etc. A complete listing of the etc. A complete listing of the codes with their explanations is in part 15, appendix 38 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
QA	The Procurement Quality Assurance Site. This is the location where Government inspection is to be accomplished. Can be D, S, or blank.
SPC	Shipment Performance Notice Code. Must be P or blank. P = Quantity shipped exceeds quantity on order for this CLIN.
ST	Transaction Status Code. A code depicting cancellation (Z) or E, which is either adding a line item or changing an existing line item on a prior contractor shipment. A blank status code indicates initial input of this transaction.
NQB	FIC used to input data elements about a supply line item shipment.
TRNSFT REF NO	Transportation Reference Number. This field contains the Government/Commercial Bill of Lading or the Transportation Control Number.
STOCK NUMBER	This field contains the National Stock Number or the Manufacturers Part Number.
WEIGHT	This field contains the total weight of this shipment.
SPC	Shipment Performance Notice Code. Must be H, T, or blank. H = NSN/Contractors part number is not the one shown in the contract abstract. T = Two noncontrol data elements do not match our data base (quantity shipped exceeds the on order quantity and the NSN/MFR part number contained in the contract abstract).
ST	Transaction Status Code. Same explanation and value given is n the NQA transaction.
NQF	FIC used to input data elements about a supply line item shipment .
FAS VES CTY	Free Along Side Vessel City. In-The-Clear identification of the free along side vessel point where delivery is made by the contractor (mostly lumber contracts).

REPORT ELEMENTELEMENT DESCRIPTION

MILSTRIP DOC NO

This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6 Must be a valid DoDAAC.
7 Must be numeric.
8-10 Must be 001-366.
11-14 Must be alphanumeric and filled.

SF

MILSTRIP Number Suffix. Must be A-H, J-M, Q, T-W, 2-9, or blank.

QTY SHPD

Quantity Shipped. This field contains the number of items shipped against this MILSTRIP Number.

ST

Transaction Status Code. Same explanation and value given in the NQA transaction.

NQG

F/C used to input data elements about a service line item shipment.

CLIN

Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.

PERFMD ACTVTY

Performed at Activity. The identity code of the activity at which the services were performed.

DATE COMPLETE

The date the service was completed (YYMMDD).

QA

The Procurement Quality Assurance Site. Explanation given under the NQA applies.

AC

Acceptance Point. The point where the Government accepts the services.

D = Destination
S = Source

AV

Service Advise Code. A code representing a specific condition about the services performed. This code will always be an H.

H = Shipped or performed as indicated. No special circumstances.

DESCR OF SERVICES

This field contains a description of the service to be performed.

UM

Unit of Measure. Explanation given under the NQA transaction applies.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ST	Transaction Status Code. Explanation given under the NQA transaction applies.
NQQ	FIC used to input data elements about a supply and/or service line item.
QAR SGN/ACPT DATE	The date the Government representative signed the delivery document or the date shipped if signature is not required (YYMMDD).
DATE RECVD	This is the date the delivery document was received by the inputting CAO.
GFM	Government Furnished Material. This field contains a Y when the shipment contains Government Furnished Material/property and an N if it does not.
FOB	Free on Board Site. Must be an S for Source, D for Destination or an O for Other.
ST	Transaction Status Code. Explanation given under the NQA transaction applies.
NQR	FIC used to release delivery/service transaction from the recycle chain.
CLIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline used to identify the item or service being reported.
MILSTRIP DOC NO	MILSTRIP Document Number. Explanation given under the NQF transaction applies. This field may be blank.
SHIP TO	Explanation given under the NQA transaction applies. This field can be blank.
MARK FOR	Explanation given under the NQA transaction. This field may be blank.
ACRN	Accounting Classification Reference Number. This field will contain the ACRN to be used to pay for the material being released. Information will be present when more than one ACRN is used to pay the line item.
UM	Unit of Measure. Explanation given under the NQA transaction applies. Will be blank if correction is not required.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
AC	Acceptance Site. This field will contain the corrected code to release a transaction from the recycle chain or be blank. Explanation given under NQA transaction applies.
SR	Suspense Release Code. A code depicting the difference between this transaction and the data base. This field will contain one of the following codes or be blank. <ul style="list-style-type: none"> G - Ship-To Code not contained in the contract abstract. L - MILSTRIP Number differs from contract abstract. Q - Mark For differs from contract abstract. S - Two or more of the following control data elements do not match our data base (Ship-To, Mark For, MILSTRIP Number).
NQD	FIC used for deleting a shipment record from the recycle file.
SHIP NO	Contractor Shipment Number. Explanation given under NQA transaction applies.
PKN	FIC used for solicited destination acceptance reports.
ADP POINT	Automatic Data Processing Point. Computer location for this Contract Administration Office.
SHIP TO	Explanation given under NQA transaction applies.
CLIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline used to identify the item or service being reported.
QTY SHIPPED	Quantity Shipped. Explanation given under the NQA transaction applies.
UM	Unit of Measure. Explanation given under the NQA transaction applies.
QTY ACCEPTED	Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.
DC	Shipment Acceptance Discrepancy Explanation. The applicable codes and explanations are located in part 15, appendix 44 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ACT/EST ACCP DTE	Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMDD).
DATE DELVD	Date Delivered. This field contains the data that the supplies were physically delivered to the Ship-To point (YYMMDD).
ST	Transaction Status Code. A code indicating special circumstance about the Acceptance Report. Will be blank or contain one of the codes listed in part 15, appendix 45 of this manual.
PKP	FIC used for unsolicited acceptance reports.
ADP POINT	Automatic Data Processing Point. Explanation given under the PKN transaction applies.
SHIP TO	Explanation given under the NQA transaction applies.
SHIP NO	Contractor Shipment Number. Explanation given under the NQA transaction applies.
QTY SHIPPED	Quantity Shipped. Explanation given under the NQA transaction applies.
UM	Unit of Measure. Explanation given under the NQA transaction.
QTY ACCEPTED	Quantity Accepted. Explanation given under the PKN transaction applies.
DC	Shipment Acceptance Discrepancy Explanation. Explanation given under the PKN transaction applies.
ACT/EST ACCP DTE	Actual/Estimated Acceptance Date. Explanation given under the PKN transaction applies.
DATE DELVD	Date Delivered. Explanation given under the PKN transaction applies.
ST	Transaction Status Code. Explanation given under the PKN transaction applies.
NKQ	FIC used for local destination acceptance input.
ADP POINT	Automatic Data Processing Point. Will be blank on this report.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SHIP TO	Explanation given under the NQA transaction applies.
CLIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline used to identify the item or service being reported.
QTY SHIPPED	Quantity Shipped. Explanation given under the NQA transaction applies.
UM	Unit of Measure. Explanation given under the NQA transaction applies.
QTY ACCEPTED	Quantity Accepted. Explanation given under the PKN transaction applies.
DC	Shipment Acceptance Discrepancy Explanation. Explanation given under the PKN transaction applies.
ACT/EST ACCP DTE	Actual/Estimated Acceptance Date. Explanation given under the PKN transaction applies.
DATE DELVD	Date Delivered. Explanation given under transaction applies.
ST	Transaction Status Code. Explanation given under the PKN transaction applies.
NKL	FIC used to input status about records awaiting destination acceptance.
SHIP TO	Explanation given under the NQA transaction applies.
FU	<p>Followup Status Code. This field will contain one of the following codes:</p> <p>(1) Code 1 - First followup sent (automatically). This followup code will be machine generated. It will be the result of the receipt of the shipment DD Form receipt of the shipment DD Form 250.</p> <p>(2) Code 2 - Second followup sent (automatically). This followup code will be machine generated. It will result from the passage of the predetermined number of days from the first followup with no information received from the consignee. Update will occur when the DART generates a PK5 to Army, Navy, and DLA consignees or a follow-up to Air Force consignee.</p>

REPORT ELEMENT

ELEMENT DESCRIPTION

(3) Code 3 - Reserved.

(4) Code 4 - Consignee notified. This followup code will be processed into the DART, using an NKL with a 4. The DART will be updated with this code when a manual followup is generated to the consignee for acceptance.

(5) Code 5 - Research action required. This followup will be processed into the DART using an NKL 5. The use of this code will be limited to research items which will take more than two days. Supervisors should closely monitor all items with a 5 followup code.

(6) Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ, or PKP with a discrepancy code in column 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.

(7) Code 7 - Purchase Office notified. This followup code will be processed into the DART using an NKL with a 7. The DART will be updated with this code when the Procurement Contracting Officer (PCO) has been notified that acceptance has been requested four times or an overseas destination is involved.

(8) Code 8 - Special followup initiated. This followup code will be processed into the DART using an NKL with an 8. It will be used when followup must be made by mail because the activity is not equipped to receive PK or teletype traffic.

(9) Code 9 - When it is determined that an invoice is in-house awaiting destination acceptance (B Coded invoice), the DCMD will obtain destination acceptance using the following procedure: Followup is accomplished in FC using the DART and MILSCAP automatic procedures to the maximum extent to obtain destination acceptance. When this procedure is employed, FC will, on a weekly basis, compare the UNMC260A listing (Invoices Awaiting Destination DD Form 250) to the DART record.

REPORT ELEMENT

ELEMENT DESCRIPTION

(10) Code 0 - This followup code is used to reprogram DART to send automatic followup to consignees.

NOTE: The following subparagraphs contain all of the error messages and correct procedures that apply to this report.

a. General - Each record is a separate paragraph which contains a list of data elements appearing on the record, followed by the error messages that may be present for that data field. If a particular data element is not validated at all or not validated on a particular record, it will be so stated.

b. Types of Validation - Mainframe validation has been divided into four types: Structure, File Compare, Relationship/Dependency and Balancing.

(1) Structure Validation constitutes individual validation of data elements/fields against a unique set of values or criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR.

(2) File Compare Validation constitutes any validation requiring access to any element of the data base. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C.

(3) Relationship/Dependency Validation constitutes validation where inter-relationship of data elements/fields/records must exist: Error messages generated as a result of data element not passing the relationship/dependency validation will be prefixed with R/D.

(4) Balancing Validation requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL.

c. Special Notations - Several of the messages generated by the validation process are informational and do not result in the transaction being rejected. These messages are prefixed by ***. In general, when transactions fail to pass validation, they are suspended, awaiting correction. If a transaction is suspended because it contained an unmatched SHIP IO, MARK FOR, and/or MILSTRIP number (diverted ship-ment), which is correct, it can be released using an NQR transaction. All other unmatched conditions require reinput. If the correction transaction R is reinput using the same PIIN, SPIIN, Collector Shipment, the suspended transaction will be automatically deleted from the recycle file. Otherwise, an NQD transaction will be used to delete the suspended transaction from the recycle file. Acceptable errors are listed on the DD Form 250 Recycling Awaiting Action Report. Rejectable errors are listed on the Rejected Delivery/Acceptance Transaction Report.

d. SUPPLY LINE ITEM - NQA RECORD

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
FORMAT	IDENTIFIER CODE (FIC)	
101	DUPLICATE SHIPMENT	Must not match another input record at PIIN, SPIIN, SHIP #, CLIN in the same cycle.
711	PC-MISSING NQQ RECORD	Must have a matching NQQ Record at PIIN, SPIIN, and contractor shipment number.
700	R/D MISSING NQB	Must have a matching NQB Record at PIIN, SPIIN, SHIP # and CLIN.
301	F/C DELIVERY/DARS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation and error messages shown under Status Code.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation and error messages are shown under Status Code.

CONTRACTOR SHIPMENT NUMBER (SHIP #)

310	F/C-DUP SHPMT NO	If the Status Code is blank, the transaction must not match a processed record on PIIN, SPIIN, SHIP #, CLIN.
-----	------------------	--

CONTRACTOR SHIPMENT NUMBER SUSSLX (SUFFIX)

310	F/C-DUP SHPMT NO	Validation given under SHIP # applies.
-----	------------------	--

CONTRACTOR LINE ITEM NUMBER (CLIN)

Validation and error messages are shown under Status Code.

DATE SHIPPED (DTE SHIP)

410	STR-DT SHPD	<p>Year - Must be the current, preceding or succeeding year.</p> <p>Month - Must be JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, or DEC.</p> <p>Day - Must be numeric 01-31, as applicable for month cited.</p>
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<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
616	***R/D SHP DT NOT W/I 3 YR RANGE	Year not within three year range.
MODE OF SHIPMENT (MODE)		
411	STR-MODE OF SHPMT	Must be A-Z or 2-9.
ACCEPTANCE SITE (SITE)		
412	STR-ACPT SITE	Must be A, C, D, F, P, or S.
Validation and error messages are shown under Status Code.		
SHIP TO		
Validation and error messages are shown under Status Code.		
MARK FOR (M/F)		
Validation and error messages care shown under Status Code.		
MILSTRIP SUPPLEMENT (MILSUP)		
413	STR-MILSTRIP SUPMT	Must be two or blank.
701	R/D MISSING NQF	If MILSTRIP Supplemental field is a two, then NQF Record(s) is required.
QUANTITY SHIPPED (QTY-SHIP)		
414	STR-QTY SHPD	Must be numeric.
800	BAL-QTY BAL A TO F	The sum of the NQF Records shall equal the quantity in the NQA Record.
Additional validation and error messages are shown under Status Code.		
SHIPMENT ADVICE CODE (ADVICE)		
415	STR-SHP ADV	Must be C, D, E, F, G, H, M, P, Q, or Z.
Additional validation and error messages are shown under Status Code.		
UNIT OF MEASURE (UNIT)		
309	***F/C UNIT OF MEASURE	Must match data base.
PROCUREMENT QUALITY ASSURANCE SITE (PQA)		
417	STR-PQA SITE	Must be D, S, or blank.

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>																																																																				
SHIPMENT PERFORMANCE NOTICE CODE																																																																						
418	STR-SA CD A REC	Must be P or blank.																																																																				
STATUS																																																																						
404	STR-STA CD	Must be E, Z, or blank.																																																																				
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is Z, and the MILSTRIP supplement field is blank, the quantity in this transaction must equal a processed matching transaction.																																																																				
332	F/C-INSUF QTY E STATUS	If the Status Code is E and a Shipment Advice Code of C, the quantity must be greater than the previous matching transaction with a Status Code of Z.																																																																				
333	F/C-EXCESS QTY E STATUS	If this transaction has a Status Code of E and a Shipment Advice Code of D, the quantity must be less than the previous matching transaction with a Status Code of Z.																																																																				
312	*** F/C PIIN & SPIIN CLIN	A transaction with a blank Status Code must match the data base at PIIN/SPIIN/CLIN.																																																																				
308	*** ACPTNCE CODE	A transaction with a blank Status Code must match one of the following table combinations:																																																																				
<table><tr><th><u>INPUT</u></th><th><u>ACCEP-</u></th><th><u>DATA BASE</u></th><th><u>CODES</u></th></tr><tr><th><u>TANCE</u></th><th><u>CODE</u></th><th><u>ACCEP-</u></th><th><u>MOCAS</u></th></tr><tr><th><u>SITE</u></th><th></th><th><u>TANCE</u></th><th><u>I/A</u></th></tr><tr><th><u>CODE</u></th><th></th><th><u>SITE</u></th><th><u>CODE</u></th></tr><tr><td>A</td><td></td><td>D</td><td>SD</td></tr><tr><td>A</td><td></td><td>D</td><td>DD</td></tr><tr><td>A</td><td></td><td>D</td><td>LT</td></tr><tr><td>C</td><td>S or D</td><td></td><td>CC or OC</td></tr><tr><td>D</td><td></td><td>D</td><td>DD</td></tr><tr><td>D</td><td></td><td>D</td><td>SD</td></tr><tr><td>D</td><td></td><td>D</td><td>LT</td></tr><tr><td>F</td><td>S or D</td><td></td><td>ND</td></tr><tr><td>P</td><td>S</td><td></td><td>SS or CC</td></tr><tr><td>P</td><td>S</td><td></td><td>DS</td></tr><tr><td>S</td><td>S</td><td></td><td>SS</td></tr><tr><td>S</td><td>S</td><td></td><td>DS</td></tr><tr><td>S</td><td>S</td><td></td><td>LT</td></tr></table>			<u>INPUT</u>	<u>ACCEP-</u>	<u>DATA BASE</u>	<u>CODES</u>	<u>TANCE</u>	<u>CODE</u>	<u>ACCEP-</u>	<u>MOCAS</u>	<u>SITE</u>		<u>TANCE</u>	<u>I/A</u>	<u>CODE</u>		<u>SITE</u>	<u>CODE</u>	A		D	SD	A		D	DD	A		D	LT	C	S or D		CC or OC	D		D	DD	D		D	SD	D		D	LT	F	S or D		ND	P	S		SS or CC	P	S		DS	S	S		SS	S	S		DS	S	S		LT
<u>INPUT</u>	<u>ACCEP-</u>	<u>DATA BASE</u>	<u>CODES</u>																																																																			
<u>TANCE</u>	<u>CODE</u>	<u>ACCEP-</u>	<u>MOCAS</u>																																																																			
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<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
314	*** F/C INVLD SHP2/MRK4	A transaction with a blank Status Code must match the data base at SHP2/MRK4.
320	*** F/C NO SCHEDULE RECORD	This line item does not have a schedule.
306	F/C INVLD DELETE SHP2/MRK4	Status Code Z must match a processed delivery transaction at SHIP TO, MARK FOR.
307	F/C INVLD DLT PISP/SHPNO/ CLIN	Status Code Z must match a processed delivery transaction at PIIN, SPIIN, Contractor Shipment Number and CLIN.
313	F/C INVLD PIIN, SPIIN, SHP-NO, ETRNS	Status Code E must match deleted delivery record in the data base at PIIN, SPIIN, and Contractor Shipment Number.
316	F/C E TRANS MATCH PROC RECRD	Must not match data base at CLIN, SHIP TO, and MARK FOR, unless the data base record has been canceled.

ORGANIZATION

330	F/C-Organization	Must match a table of valid organization codes.
-----	------------------	---

FORMAT IDENTIFIER CODE (FIC)

e. SUPPLY LINE ITEM - NQB RECORD

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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FORMAT IDENTIFIER CODE (FIC)

702	R/D MISSING NQA	Must match an NQA transaction at PIIN, SPIIN, SHIP #, SUFFIX, CLIN/ELIN, STATUS, and ORG.
-----	-----------------	---

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation shown under FIC.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation shown under FIC.

<u>MSGE</u> <u>NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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CONTRACTOR SHIPMENT NUMBER (SHIP #)

Validation shown under FIC.

CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)

Validation shown under FIC.

CONTRACT LINE ITEM NUMBER (CLIN/ELIN)

Validation shown under FIC.

TRANSPORTATION REFERENCE NUMBER (TRN)

(No validation)

NATIONAL STOCK NUMBER/MANUFACTURERS PART NUMBER (NSN/MFR PT NBR)

No validation on mainframe.

SHIPMENT WEIGHT

420	STR-SHPMT WT	Must be numeric or blank.
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SHIPMENT PERFORMANCE NOTICE CODE

421	STR-SPN-CD B REC	Must be H, T, or blank.
-----	------------------	-------------------------

STATUS

Validation shown under FIC.

ORGANIZATION (ORG)

Validation shown under FIC.

f. DELIVERY DOCUMENT DELETE - NQD RECORD

<u>MSGE</u> <u>NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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FORMAT IDENTIFIER CODE (FIC)

317	F/C-RECYCLE DELETE	An NQD transaction must match a transaction on the recycle chain at PIIN, SPIIN, SHIP #, SUFFIX, and ORG.
-----	--------------------	---

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation shown under FIC.

MSGE

NO.

ERROR MESSAGE

VALIDATION CRITERIA

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation shown under FIC.

CONTRACTOR SHIPMENT NUMBER (SHIP #)

Validation shown under FIC.

CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)

Validation shown under FIC.

ORGANIZATION (ORG)

Validation shown under FIC.

g. SUPPLY LINE ITEM - NQF RECORD

MSGE

NO.

ERROR MESSAGE

VALIDATION CRITERIA

FORMAT IDENTIFIER CODE (FIC)

702 R/D MISSING NQA

Must match an NQA transaction at PIIN, SPIIN, SHIP #, SUFFIX, CLIN/ELIN, STATUS, and ORG.

703 R/D MISSING MIL SUP CODE

NQA MILSTRIP Supplemental Code is blank.

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation shown under FIC.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation shown under FIC.

CONTRACTOR SHIPMENT NUMBER (SHIP #)

Validation shown under FIC.

CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)

Validation shown under FIC.

CONTRACT LINE ITEM NUMBER (CLIN/ELIN)

Validation shown under FIC.

FREE ALONG SIDE VESSEL POINT (VESSEL)

(No validation)

MSGE NO.	ERROR MESSAGE	VALIDATION CRITERIA
MILSTRIP DOCUMENT NUMBER (MILS DOC #)		
318	*** F/C-MILSTRIP NUMBER	Must match a schedule record in data base at PIIN, SPIIN, CLIN, SHIP TO, M/F and MILS DOC #.
		NOTE: This validation is not applicable to a converted contract record.
315	F/C-MILSTRIP NUMBER	Status Code Z must match a processed delivery transaction at MILSTRIP number or a Status Code E must match a deleted record at MILSTRIP number.
QUANTITY SHIPPED (QTY SHIP)		
430	STR-QTY-SHPD	Entry must be numeric.
STATUS		
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is Z, the quantity in this transaction must equal a processed matching transaction.
332	F/C-INSUF QTY E STATUS	If the Status Code is E and a Shipment Advice Code of C, the quantity must be greater than the previous matching transaction with a Status Code of Z.
333	F/C-EXCES QTY E STATUS	If this transaction has a Status Code of E and a Shipment Advice Code of D, the quantity must be less than the previous matching transaction with a Status Code of Z.
ORGANIZATION (ORG)		
Validation shown under FIC.		
h. SERVICE LINE ITEM - NQG RECORD		

MSGE NO.	ERROR MESSAGE	VALIDATION CRITERIA
FORMAT IDENTIFIER CODE (FIC)		
101	DUPLICATE SHIPMENT	Must not match another record at PIIN, SPIIN, SHIP #, CLIN.

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
711	F/C-MISSING NQQ RECORD	Must have a matching NQQ record at PIIN, SPIIN, and Contractor Shipment Number.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation and error messages are shown under Status Code.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation and error messages are shown under Status Code.

CONTRACTOR SHIPMENT NUMBER (SHIP #)

310	F/C-STATUS CODE BLANK	If the Status Code is blank, the transaction must not match the data base on PIIN, SPIIN, SHIP #.
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CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)

310	F/C-STATUS CODE BLANK	Validation given under SHIP # applies.
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CONTRACT LINE ITEM NUMBER (CLIN/ELIN)

Validation and error messages are shown under Status Code.

PERFORMED AT ACTIVITY

(No validation)

DATE COMPLETED

440	STR-DTE COMP	<p>Year - Must be year of the run, preceding or succeeding year. Can be an estimated date indicated by an X overpunch in the decade position of the year.</p> <p>Month - Must be JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, or DEC.</p> <p>Day - Must be 01-31, as applicable for the month cited.</p>
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<u>MSGE</u> <u>NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
PROCUREMENT QUALITY ASSURANCE SITE (ACC SITE)		
417	STR-PQA SITE	Must be D, S, or blank.
ACCEPTANCE SITE (ACC SITE)		
442	STR-ACPT SITE	Must be S or D.
323	*** F/C-ACPT SITE	Must match data base.
SERVICE ADVICE CODE (ADVICE)		
443	STR-SRVC ADV CD	Must be an H.
DESCRIPTION OF SERVICES (DECRP)		
(No validation)		
UNIT OF MEASURE (UNIT)		
(No validation)		
STATUS		
312	*** F/C-PIIN SPIIN, CLIN	If the Status Code is blank, the transaction must match the schedule record at PIIN, SPIIN, and CLIN.
311	F/C-INV DELETE G RCRD	Status Code Z must match a processed delivery record at PIIN, SPIIN, CLIN, and Contractor Shipment Number.
313	F/C-INVLD PIIN, SPIIN, SHPNO	Status Code E must match a processed or deleted delivery record in the data base at PIIN, SPIIN, and Contractor Shipment Number.
316	F/C E TRANS MATCH PROC RCRD	Must not match data base at PIIN, SPIIN, SHPNO, CLIN, SHIP TO, MARK FOR unless data base record has been canceled.
ORGANIZATION (ORG)		
330	F/C-ORGANIZATION	Must match a table of valid organization codes.

i. SERVICE/SUPPLY LINE ITEM - NQQ RECORD

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
FORMAT IDENTIFIER CODE (FIC)		
708	R/D-MISSING NQA OR NQG	Must have a matching NQA or NQG transaction at PIIN, SPIIN, SHIP #.
709	R/D-STATUS CODE DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP #, but not at Status Code.
710	R/D-ORG DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP #, Status Code, but not at organization.
PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)		
Validation and error messages are shown under FIC.		
SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)		
Validation and error messages are shown under FIC.		
CONTRACTOR SHIPMENT NUMBER (SHIP #)		
Validation and error messages are shown under FIC.		
QAR SIGNED/ACCEPTANCE DATE (ACC-DTE)		
450	STR-QAR SGND/ACPT DTE	<p>Year - Must be year of the run or preceding/succeeding year.</p> <p>Month - Must be JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, or DEC.</p> <p>Day - Must be 01-31, as applicable for month cited.</p>
DOCUMENT RECEIVED DATE (RECD DTE)		
451	STR-DOCMT RCVD DTE	Validation given under ACC-DTE applies.
GOVERNMENT FURNISHED MATERIAL/PROPERTY (GFM/P)		
452	STR-GFM/P	Must be N or Y.
FREE ON BOARD POINT (FOB)		
324	F/C FOB	Must be F.O.B. site in the computer record.

<u>MSGE</u> <u>NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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TRANSACTION STATUS (STATUS)

(No validation)

ORGANIZATION (ORG)

(No validation)

j. SUSPENSE RELIEF - NQR RECORD

<u>MSGE</u> <u>NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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FORMAT IDENTIFIER CODE (FIC)

325	F/C-SUSPENSE RELIEF	Must match a suspended delivery transaction at PIIN, SPIIN, Shipment Number, and CLIN if present.
319	F/C-UNMATCHED PIIN/SPIIN/CLIN	Must match a valid line item record in the data base.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation and error messages are shown under FIC.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation and error messages are shown under FIC.

SHIPMENT NUMBER

Validation and error messages are shown under FIC.

CONTRACT LINE ITEM NUMBER (CLIN)

Validation and error messages are shown under FIC.

MILSTRIP DOCUMENT NUMBER

Not used in segment 1.

SHIP TO

Not used in segment 1.

MARK FOR

Not used in segment 1.

MSGE

NO.

ERROR MESSAGE

VALIDATION CRITERIA

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN)

Not used in segment 1.

UNIT OF MEASURE

Not used in segment 1.

ACCEPTANCE POINT

Not used in segment 1.

SUSPENSE RELIEF CODE

462 STR-SUSP RELF CD

Must be G, L, Q, S, or blank.

ORGANIZATION CODE

330 F/C ORGANIZATION

Must match the table of valid organization codes.

FORMAT IDENTIFIER CODE (FIC)

k. DESTINATION ACCEPTANCE STATUS - NKL RECORD

MSGE

NO.

ERROR MESSAGE

VALIDATION CRITERIA

300 F/C-DARTS FOLLOWUP

Must match a transaction awaiting destination acceptance at PIIN, SPIIN, SHIP TO, SHIP #, SUFFIX, and CLIN.

301 F/C DELIVERY/DARTS CLSD CONTR

Must not match a closed contract record (section 2, 5, 8, or 9).

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

Validation and error messages are shown under FIC.

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

Validation and error messages are shown under FIC.

SHIP TO

Validation and error messages are shown under FIC.

CONTRACTOR SHIPMENT NUMBER (SHIP #)

Validation and error messages are shown under FIC.

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
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CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)

Validation and error messages are shown under FIC.

CONTRACT LINE ITEM NUMBER (CLIN/ELIN)

Validation and error messages are shown under FIC.

FOLLOWUP STATUS (STATUS)

514	STR-FOLLOWUP STATUS	Must be 0, 1, 2, 4, 5 6, 7, 8, 9, or blank.
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ORGANIZATION (ORG)

330	F/C ORGANIZATION	Must match the table of valid organization codes.
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FORMAT IDENTIFIER CODE (FIC)

1. DESTINATION ACCEPTANCE REPORT - NKQ RECORD

<u>MSGE NO.</u>	<u>ERROR MESSAGE</u>	<u>VALIDATION CRITERIA</u>
102	DUPLICATE ACCEPTANCE	Must not match another record at PIIN, SPIIN, Contractor Shipment Number, CLIN.
103	ACPTNCE AND SHPMT	Must not receive a shipment and an acceptance in the same cycle.
292*	UNMATCHED AT SHIP NUMBER	Must match the shipment number on the data base.
293*	UNMATCHED AT SHIP TO	Must match the DoDAAD Code on the data base.
294*	SHIPMENT RECORD DELETED	Matches a deleted shipment record which has not been reentered and processed.
295*	MATCHES SOURCE SHIPMENT	Must not match a shipment which requires a source acceptance.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8, or 9).
304	F/C SECOND ACPTNCE	Have previously received acceptance for this shipment.
319*	UNMATCHED AT PIIN/SPIIN/CLIN	Must match a shipment record at PIIN/SPIIN/CLIN.

*Indicates new Error Message.

MSGE NO.	ERROR MESSAGE	VALIDATION CRITERIA
PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)		
	Validation and error messages are shown under FIC.	
SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)		
	Validation and error messages are shown under FIC.	
CONTRACT ADMINISTRATION AUTOMATIC DATA PROCESSING POINT (ADP)		
	(No validation)	
SHIP TO CODE		
	Validation and error messages are shown under FIC.	
CONTRACTOR SHIPMENT NUMBER (SHIP #)		
	Validation and error messages are shown under FIC.	
CONTRACTOR SHIPMENT NUMBER SUFFIX (SUFFIX)		
	Validation and error messages are shown under FIC.	
CONTRACT LINE ITEM NUMBER (CLIN/ELIN)		
	Validation and error messages are shown under FIC.	
QUANTITY SHIPPED (QTY-SHPD)		
414	STR-QTY SHPD	Must be numeric. Other validation and error messages are shown under FIC.
PURCHASE UNIT		
302	F/C-UNIT OF MEASURE	Incoming transaction does not match Unit of Measure in data base.
QUANTITY ACCEPTED (QTY ACPTD)		
305	F/C-INVLD QTY ACPTD	If the quantity shipped and accepted are not equal, the incoming transaction must have a discrepancy code or contain all zeros with an X overpunch in the decade position in the year of acceptance date.
DISCREPANCY CODE (DISCREP CD)		
522	STR-DSCPNCY CD	Must be D, M, N, O, S, T, U, W, X, or blank.

MSGE

NO. ERROR MESSAGE

VALIDATION CRITERIA

ACCEPTANCE DATE (ACC DTE)

523 STR-ACPT DTE

Year - Must be numeric. Can be an estimated date indicated by an X overpunch in the decade position of the year.

Month - Must be JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, or DEC.

Day - Must be 01-31, as applicable for month cited.

DATE DELIVERED (DT DLVD)

524 STR-DTE DLVRD

The same validation applies as given under ACPT DTE except that it cannot be an estimated date. Must be 00-99.

TRANSACTION STATUS CODE (TRANS)

525 STR-STA CD

Must be A, B, C, D, E, F, G, H, J, K, N, or blank.

ORGANIZATION (ORG)

330 F/C-ORGANIZATION

Must match a valid organization table or be blank.

m. DESTINATION ACCEPTANCE REPORT - PKN RECORD

The error messages and validation on this record are the same as the NKQ record. This Acceptance Report is received via AUTODIN in response to an Acceptance Alert.

n. DESTINATION ACCEPTANCE REPORT - PKP RECORD

The error messages and validation on this record are the same as the NKQ Record. This Acceptance Report is received via AUTODIN when acceptance has not been requested by the DCMD.

16.55 UNMA030A - ACCEPTED ABSTRACT TRANSACTION REPORT

a. Data Summary

PURPOSE:	To identify contracts, modifications, corrections, and their respective data elements which meet the validation criteria for entry into the system.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Reading Group Specialist Code/Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification/Number Format Identification Code
PAGE BREAKS:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

b. Sample Report

16-1-380

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMA030A

Accepted Abstract Transaction Format
Code.

NOTE: All remaining report elements are identical to the Rejected Abstract Transaction Report - UNMA010A, except any error messages where acceptable errors and the input was entered into the data base. For a complete description of each report element refer to the report element descriptions of UNMA010A.

16.56 UNMA030B - ACCEPTED DELIVERY/ACCEPTANCE TRANSACTIONS

a. Data Summary

PURPOSE:	Provide input personnel with a listing of delivery and acceptance transactions which passed validation. This listing produced daily contains all transactions to be processed against the LISSR record as well as those being suspended with acceptable errors (has an error message adjacent to the left side of the transaction).
SOURCE OF DATA:	Mainframe Validation
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number Within Batch and Contract Administration Office
PAGE BREAK:	Contract Administration Office

16.56 UNMA030B - ACCEPTED DELIVERY/ACCEPTANCE TRANSACTIONS (CONT'D)

b. Sample Report

REPORT NUMBER	UNMA030B	DATE	95 DEC 07	CAO CODE	6B	PAGE	0001
VALID DELIVERY/ACCEPTANCE TRANSACTIONS AND RECYCLING DELIVERY TRANSACTIONS *** ACCEPTABLE ERRORS							
PIIN	SPIIN	SHIP NO	BATCH NO	RECYL			ERRORS
DAAB0792CR680							
E							
FIC	CLIN	T DTE SHPD	MDE C	A SHIP	MARK	QTY	S
				TO	FOR	MIL SHPD	Q P S
							UM A C T
NGA	0002AA	94 APR 16	5 S	W45G19		2 00000001	H EA S
FIC	TRANSPT REF NO	STOCK NUMBER	WEIGHT	SPC	ST		
		6760000704837	00000000				
NOB	FAS	VES	CTY	MILSTRIP	DOC NO	SF	QTY SHPD ST
NOF				W256K800050507	00000001		
FIC	QAR	SGN/ACPT	RECVD	GFM	FOB	\$	
NOG		95 AUG 17	95 AUG 08	N	D		

318 ***F/C-MILSTRIP NUMBER

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA030B	Valid Delivery/Acceptance Transactions and Recycling Delivery Transactions Format Code.

NOTE: All remaining report elements and descriptions are identical to the Rejected Delivery/Acceptance Transactions Report - UNMA010B Formats. For a complete description of each report element on UNMA030B see Report UNMA010B.

16.57 UNMA060A - ACCEPTED ACRN IMBALANCES

a. Data Summary

PURPOSE:	To serve as a listing of accepted contractual documents that did not balance on Accounting Classification Record. This listing is used by FCC for research and correction of imbalance errors, as required.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Reading Group Specialist Code/Procurement Instrument Identification Number/ Supplementary Procurement Instrument Identification Number
PAGE BREAK:	A page break occurs when the page is full.

16.57 UNMA060A - ACCEPTED ACRN IMBALANCES (CONT'D)

b. Sample Report

```

REPORT NUMBER UNMA060A          DATE 04 JUN 93          PAGE 1
          A C C E P T E D   A C R N   I M B A L A N C E S
          AS OF 01 MAR 93

POS      P I L I N      S P L I N      ACRN      AMOUNT      ACRN      AMOUNT      ACRN      AMOUNT      ACRN      AMOUNT
99      DLA5009200118    0029      KG      .02
          DLA5009200118    0000      KG      .0000
          DLA5009200118    0001      KG      .01
LAST PAGE
  
```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTIONS</u>
REPORT NUMBER UNMA060A	Accepted ACRN Imbalances Report Format Code.
DATE	Report date (YYMMDD).
PAGE	Page number.
AS OF	Cutoff date of listed actions (YYMMDD).
RGS	The Reading Group Specialist Code designates the responsible individual who input the data.
SPIIN	Supplementary Procurement Instrument Identification Number is used in conjunction with the basic PIIN to identify: (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).
ACRN	Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to detail line item schedule information. The ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record and the Service Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
AMOUNT	Total out-of-balance amount on each ACRN.

16.58 UNMA150A - DLA FORM 457e

a. Data Summary

PURPOSE:	To serve as a preprinted form created for each ACRN including changes affecting financial related contract provisions. The types of data included on the forms are address, financial, and contract provisions involving financial actions.
SOURCE OF DATA:	Abstract Input Transaction
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code/Procurement Instrument Identification Number/ Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Instrument Identification Number
ADDITIONAL INFORMATION:	
(1) Output must be produced on preprinted DLA Form 457e.	
(2) DLA Form 457e is produced during the cycle, initiated by input of:	
Contractual Documents Modifications Corrections	

Involving changes to accounting data or contract provisions.

16.58 UNMA150A - DLA FORM 457e (CONT'D)

b. Sample Report

N 0 4 2 1 8 5 0 0 1 1 7	AMIS001	93100	GR	5
X 5 0 0 0 2 0 0 0 1	2 5	0 5 0 6 0 5		
* S U N D S T A N D A V I A T I O N O P N S B C C O P R 9000000000 00				
4 7 4 7 H A R R I S O N P O B O X 7 0 0 2				
R O C K F O R D I L 6 1 1 2 5 - 7 0 0 2				
CONTR REMIT ADDR				
PAYMENT CURRENCY-U.S.				
PROGRESS PNTS-CELL	90 0			
PROGRESS PNTS-RECOUP	90 0			
PROGRESS PNTS-PAY	90 0			
LTD DAMAGES, CONTRACT LEVEL				
MANDATORY REVIEW OTHER				
TECH DATA				
NET-NO DISCOUNT				

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA150A	DLA Form 457e Report Format Code.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number is used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or (3) modification to contractual documents (six position alphanumeric serial number for contracts, BOAs, BPAs and a two position serial number for calls/orders).
ITEMS CHARGEABLE	This field will include Reading Group Specialist Code, date prepared, the modification number (if applicable) and the Contract Administration Office Organization Code.
SV1	Service Code 1 (line 1) is the Army contract line.
LIMIT	Limit/Subhead is a breakdown of a receipt, appropriation, or Fund Account for a specified purpose. In some instances, the limit is a subdivision of funds that restricts the amount or use of funds for a certain object or purpose. In other cases, the limit is to identify subelements within the account for information and management purposes.
FUND CODE	Fund Codes designate the Appropriation of the funds to be charged. The list of current Appropriations and related Fund Codes are contained in part 15, appendix 30 of this manual.
PROGRAM YEAR	The year in which the Army received program approval.

REPORT ELEMENT

ELEMENT DESCRIPTION

AGCY

General Operating Agency Code is a two digit code identifying: (1) for special funds - the operating agency issuing the funds, (2) for open and special allotment funds - the operating agency administering the funds, (3) for deposit fund transactions the operating agency under whose jurisdiction the using installation or activity operates and (4) for reimbursements - the operating agency having jurisdiction over the installation furnishing the goods or services, or the operating agency to which funds were allocated for furnishing the goods or services. This code represents the second and third positions of the Army Supplemental Accounting Classification.

ALLOT SERIAL

Allotment Serial Number is a number, not to exceed four digits, assigned by an operating agency to identify multiple fund subdivisions within an appropriation or fund. This number immediately follows the hyphen (-), which separates it from the general operating agency code. It is the fourth through seventh positions of the Army Supplemental Accounting Classification.

BUDGET PROJECT

Program Element/Budgeted project is a seven position representing: (1) Major Program - the first position of the field used to identify the specific program under the five year defense program, (2) Subprogram - the second position of the field used to identify the first subdivision within the program account, and (3) Budget Project - the third through seventh positions of the field used to represent significant functions and activities in accordance with the performance budget structure. The 8th through 14th positions represent the Army Supplemental Accounting Classification.

OBJ CLASS

Element of Expense/Object Class is a classification designed to specify the type of resource being employed or consumed. A four digit number which is shown on accounting documents following the program element/project, separated by a hyphen. The first two positions

REPORT ELEMENT

ELEMENT DESCRIPTION

	(summary level) identify the Object Class Codes used for reporting object classes to the Office of Management and Budget (OMB) and Treasury Department. The last two positions are detail breakouts of the object class. The 15th through 18th positions represent the Army Supplemental Accounting Classification.
ACCOUNTING STATION	Six position codes assigned to identify principal Accounting and Finance Offices (AFOs), Accounting and Disbursing Agent Offices and Accounting Agent Offices. The first four positions are the Disbursing Station Symbol Number (DSSN) assigned by the Treasury Department to all U.S. Government disbursing stations. The last two positions are assigned by AFAFC as a suffix to the DSSN to identify principal AFOs or agents. The 31st through 36th positions represent the Air Force (AF) Supplemental Accounting Classification.
CTRY CODE	Country Code identifying the territory or nation in which payment will be addressed to the contractor. See part 15, appendix 24 of this manual for the current list of assigned Country Codes.
PROC NUMBER	Procurement Request Order Number is a unique serially assigned number for a specific order. The 24th through 28th positions represent the Army Supplemental Accounting Classification.
SV2	Service Code 2 (line 2) is the Air Force contract line.
LIMIT	Previously described on this report under SV1.
FUND CODE	Previously described on this report under SV1.
PY	Previously described on this report under SV1.
AGCY	Previously described on this report under SV1.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ALLT SERL	A two position code assigned by the operating agency to identify the activity to which funds are issued. Represents the sixth through seventh positions of the AF Supplemental Accounting Classification.
BUDGET PROJECT	Previously described on this report under SV1.
MPC	Material Program Code. The MPC is a four position code to identify major elements of weapon systems. These codes apply to the procurement appropriations and are used in those appropriations with the budget program activity code. Field represents the 14th through 19th positions of the AF Supplemental Accounting Classification.
EEIC	Element of Expense/Investment Code. EEICs identify the nature of services and items acquired for immediate consumption (expenses) or capitalization (investments). They provide information to facilitate financial management and budget preparation. Field represents the 20th through 24th positions of the AF Supplemental Accounting Classification.
PROGRAM ELEMENT	Subdivisions of program and cost data related to weapon systems or support functions in the AF Force and Financial program. PEs are six position codes used in connection with the accounting system for operations. Field represents the 25th through 30th positions of the AF Supplemental Accounting Classification.
ACCOUNTING STATION	Previously described on this report under SV1.
SV3	Service Code 3 (line 3) is the DLA contract line.
LIMIT	Previously described on this report under SV1.
FUND CODE	Previously described on this report under SV1.
ALL/SUB	Previously described on this report under SV1.

REPORT ELEMENTELEMENT DESCRIPTION

PROGRAM & COST ACCT	This field is a five position field consisting of (1) Program number - a three digit number which identifies the budget program or the project/subproject accounts thereunder, and (2) Cost account number - a two digit number identifying the lowest functional level within the program, project/subproject for which costs are required. Represents the sixth through tenth positions of the OSD/DLA Supplemental Accounting Classification.
OBJ CLASS	Object Classification is an alphanumeric classification financial transaction according to the nature of the services or supplies, equipment or other assets procured. It is a part of the Army, Air Force and Navy Accounting Classifications.
CTRY CODE	Previously described on this report under SV1.
FISCAL ACCTG STATION	This element identifies the activity (office) which performs the financial accounting functions relative to appropriations made available by HQ DLA.
SV4	Service Code 4 (line 4) is the Navy contract line.
LIMIT/SUBHEAD	Previously described on this report under SV1.
FUND CODE	Previously described on this report under SV1.
OBJ CLASS	Previously described on this report under SV3.
BU CONTROL NO	A Bureau Control Number is an allotment authorization number consisting of five digits, the first two digits designating the budget project and the next three digits constituting the serial number assigned to the allotment represents the fourth through eighth positions of the Navy Supplemental Accounting Classification.

REPORT ELEMENT

ELEMENT DESCRIPTION

SUB ALL	A one position alphanumeric component of the Navy Accounting Classification. This suballotment symbol is used to control budgets or allotments that are issued by major activities to subactivities.
AUTH ACCTG ACTIVITY	The activity designated to perform accounting for an allotment, or when a suballotment is involved, for the suballotment. The activity will be identified by the Unit Identification Code assigned to the activity. Represents the 10th through 15th positions of the Navy Supplemental Accounting Classification.
PAA ACC	This field is used to identify: (1) stores accounts, (2) plant property accounts, (3) travel order identification, (4) fleet and security assistance program requisitions, (5) research, development, test and evaluation, (6) Navy stock fund budget project, and (7) military personnel, Navy subsistence-in-kind program. If this field is not used to identify one of the above items, it will be available as an extension of the cost element for other pertinent data. Represents the 18th through 23rd positions of the Navy Supplemental Accounting Classification.
NAVY COST CODE	The Cost Code is the source of any information needed for the preparation of reports that require detail beneath the level identified in the remainder of the Accounting Classification Code or for which shortened coding is desired. Represents the 24th through 35th positions of the Navy Supplemental Accounting Classification.
CARD CODE PAYEE NAME AND ADDRESS	The contractor's name and address.

REPORT ELEMENT

ELEMENT DESCRIPTION

ACRN

The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

OBLIGATION AMOUNT

The total amount stated on a contract, call, or order which Government agency will eventually disburse for goods or services.

CONTRACT
PROVISIONS

In-the-clear messages showing all the contract provisions applicable to the contract, call, or order.

16.59 UNMA180A - INVOICE ACCEPTED ERROR LIST

a. Data Summary

PURPOSE:	The purpose of this report is to provide a daily listing of nonfatal errors committed during the input of invoices received.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Batch Number

16.59 UNMA180A - INVOICE ACCEPTED ERROR LIST (CONT'D)

b. Sample Report

REPORT NUMBER UNMA180A	DATE 93 APR 08	PAGE 1
BATCH NO. J0101	ACCEPTED INVOICE ERROR LIST	
C PARTIAL SHIP/MOD #1 SHIPMENT	ACRE DESTINATION	REASON PROCESS
D PROCESSOR CODE NUMBER	NUMBER ADDRESS CODE	CODE DATE
C 15 PPR002	500041	9

END

16.60 UNMA180B - INVOICE REJECTED ERROR LIST

a. Data Summary

PURPOSE:	The purpose of this report is to provide a daily listing of fatal errors committed during the input of invoices received.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Batch Number

16.60 UNMA180B - INVOICE REJECTED ERROR LIST (CONT'D)

b. Sample Report

DATE 9/17/88									
REJECTED INVOICE ERROR LIST									
BATCH NO.	SHIPMENT	SHIPMENT Y	RCVD ADPSE	INVOICE	INVOICE	INVOICE	INVOICE	INVOICE	INVOICE
CR	P I I N	CALL NUMBER	P DISCOUNT	DATE NUMBER	AMOUNT	DATE	DATE	DATE	DATE
1 F	F0960390G0057	SM29	MMW0001	2 N	93172 500480 048878	87,071,400.00	9 03 11 8		
1 F	F0960390G0057	0073	MMW0003	2 N	93172 500481 048874	252,063,200.70	9 03 11 8		
1 F	F0960390G0057	0073	MMW0003	9 N	93172 500481 048874	100,200.00	9 03 11 8		
1 F	F0960390G0057	0090	MMW0009	2 N	93172 500482 048876	215,313,600.70	9 03 11 8		
1 F	F0960390G0057	0090	MMW0009	9 N	93172 500482 048876	63,603.70	9 03 11 8		
1 F	F1952894C0084			2 N	93172 500483 048855	33,480,000.00	9 03 11 8		

16.61 UNMA180C - ACCEPTED NLA TRANSACTION LIST

a. Data Summary

PURPOSE:	The purpose of this report is to provide a daily listing of NLA transactions that were processed and accepted by the system.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	None
PAGE BREAK:	Line Count

16.61 UNMA180C - ACCEPTED NLA TRANSACTION LIST (CONT'D)

b. Sample Report

REPORT NUMBER UNMA180C		DATE 93 AUG 05		ACCEPTED NLA TRANSACTION LIST		CAO-CCCE Y8	PAGE 1
FIC	P I I N	CALL	VOUCHER NUMBER	FINAL PAY DATE	SUPPORT	STATUS	CAO ORG
NLA	F4260091G7531	SA23	P20503	93 AUG 01		G	Y8
NLA	N002982C7473		F1111	93 AUG 01		G	Y8
NLA	F3460189C2574		P20504	93 JUL 31		G	Y8
NLA	F3460192D0174	0002	F1111	93 AUG 01		G	Y8
NLA	F3460192D0174	0002				F	Y8

-25- PAGE

16.62 UNMA180D - REJECTED NLA TRANSACTION LIST

a. Data Summary

PURPOSE:	The purpose of this report is to provide a daily listing of those NLA transactions that were not accepted by the system.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	None
PAGE BREAK:	Line Count

16.62 UNMA180D - REJECTED NLA TRANSACTION LIST (CONT'D)

b. Sample Report

REPORT NUMBER UNMA180D DATE 30 AUG 06 CAO CODE YG PAGE 1

REJECTED NLA TRANSACTION LIST

FIC	P I I N	CALL	VOUCHER NUMBER	FINAL PAY DATE	SUPPORT	STATUS	CAO ORG	YR
NLA	F296018500134					F		YR

ERRORS

CANNOT CLOSE-PROPERTY OPEN
F/C STAT F, BAD TYPE CONTR

LAST PAGE

16.63 UNMA440A - DD FORM 1716 REPORT

a. Data Summary

PURPOSE:	To provide an automated basis for the generation of TWX messages regarding contractual deficiencies in the abstract validation process. Deficiencies of this nature were previously addressed through the use of DD Form 1716 (Contract Data Package Recommendation Deficiency Report). This new procedure will allow for the initiation of a TWX by the Abstract Input Function, which will be coordinated (at local option) with the cognizant ACO before actual transmission to the PCO.
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	If report is generated at District Level, sort sequence will be by PIIN terminal digits. If report is generated at CAO Level, sort sequence will be ACO Code and PIIN terminal digits.
PAGE BREAK:	Every Change in PIIN

16.63 UNMA440A - DD FORM 1716 REPORT (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA440A	DD Form 1716 Report Format Code.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office providing the input. (Only appears on reports routed to terminals, does not appear on report routed to District.)
PAGE	Page number.
FROM	The address of the administering DCMD.
TO	The address of the Purchasing Office that issued the modification.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number assigned by the issuing office, used in conjunction with the PIIN numbers, employed to identify amendment to solicitation documents, MODs to contracts and agreements, under Basic Ordering Agreements, or under Blanket Purchase Agreements.
UNCLAS	Prime contractor's name and address.
CONTRACTOR NAME AND ADDRESS	
RGS	The Reading Group Specialist Code of the individual that input the contract data.
FIC XX1	Format Identifier Code for Modification Header Record.
EFF MOD DTE	Effective date of the modification (YYMMDD).
MOD AUTHORITY	Will cite the contract clause(s) giving the Contracting Officer the authority to implement this modification.
MOD ISSUE BY	DoDAAD Code of the organization submitting the modification.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ADMIN BY	DoDAAD Code of the organization responsible for administering the contract.
KD MODA	A designation to identify specific conditions concerning the modification. A list of the codes and explanations are contained in part 15, appendix 29 of this manual.
SIGN DATE	Signature Date of the MOD (YYMMDD).
RC CT	The total number of related records input with this transaction.
ERROR MESSAGES	Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the record from being processed.
FIC XXA	Format Identifier Code for the Administrative Data Record #1.
EFF ORD DT	Effective or Order Date (YYMMDD).
CRA	The Contractor's Remittance Address is the Commercial and Government Entity (CAGE) Code representing the address where the contractor desires payments to be made.
DMS	The Defense Material System Rating. The DMS requires prime contractors of defense agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, research and development schedules for defense programs. Under DMS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating.

REPORT ELEMENT

ELEMENT DESCRIPTION

	Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A list of the DMS Codes and explanations are contained in part 15, appendix 17 of this manual.
ISSUED BY	DoDAAD Code of the office submitting the contract data.
ADM BY	DoDAAD Code of the organization responsible for administration of the contract. Complete set of abstract records has been received. If 9 appears in field, this denotes that the total set of abstract records do not contain all required data. The abstract recipient must see the contract for the additional data.
CONTRACTOR ID	Contractor Identity Code.
CONTRACTOR FAC	The identity code of the facility at which the work is to be performed if the work covered by the contract is to be performed in a facility at an address other than the In-The-Clear address shown in the contractors block of the procurement instrument. When more than one facility is involved in performing on the contract, a 9 will be entered in the first position followed by blanks.
CONTRACTOR TY	Contractor Type classification in accordance with DAR. For a list of codes and explanations see part 15, appendix 9 of this manual.
FMS	Foreign Military Sales indicator. If blank, the contract contains only U.S. requirements. If coded, the contract contains an FMS requirement.
RC CT	The total number of related records input with this transaction.
ERROR MESSAGES	Previously described on this report under FIC PX1.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FIC XXB	Format Identifier Code for the Administrative Data Record # 2.
DISCOUNT TERMS	The discount terms offered by the contractor for payments made within stated periods.
%	First discount percentage (if offered by the contractor).
DY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DY	Second discount period in days.
NT	Net discount days.
O	Other terms offered by the contractor.
PAY OFC	The identity code (DoDAAD) of the office making payment. If more than one office is designated in the contract for payment purposes, a 9 will be entered in the first position followed by blanks on the B Record. The appropriate paying office will then be entered for each ACRN on the D Record.
FST PAY	Fast Pay Indicator showing if fast pay clause is applicable. Fast pay permits payment upon evidence of shipment and prior to acceptance of items(s). Coded F if the clause applies; otherwise, will be blank.
TOTAL CONTR AMOUNT	The face value of the contractual instrument in dollars and cents. If no costs are involved the field will be zero filled. An X overpunch in position 10 indicates a decrease. An X overpunch in position nine indicates the dollar value of the contract is greater than 99,999,999.99 and must be followed by another B Record with a T in the first position of the total amount of contract field with the additional overflow amount.
SIGN DATE	Signature Date (YMMMDD).

REPORT ELEMENTELEMENT DESCRIPTION

KN CT	Kind of Contract reflects the basic intent of the contract such as procurement of supplies, research, etc. Kind of Contract Code is used in conjunction with Type Contract Code. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
TY CT	The specific Type of Contract pricing provisions as differentiated by the structure and clause content of the contract. See also Kind of Contract Code. A complete list of codes and explanations are contained in part 15, appendix 9 of this manual.
ADP PT	The DoDAAD Code of the activity furnishing ADP support if other than the CAO activity reflected in the ADMIN BY block.
CRIT DSNG	Criticality Designator Code designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 15, appendix 27 of this manual.
SPEC PROV	The identification of certain contract provisions which require specialized attention and handling. A list of the codes and explanations are contained in part 15, appendix 3 of this manual.
FIC XXC	The Format Identifier Code for the Accounting Classification Record.
ACRN	Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to Detail Line Item Schedule information. The ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

REPORT ELEMENT

ELEMENT DESCRIPTION

APPROP	Appropriation is a combination of alphanumerics established by the Treasury Department consisting of: (1) the department identity, (2) Appropriation Fiscal Year and (3) the serial number of the appropriation, to account for funds made available for obligation and disbursement from the Treasury. The appropriation is structured as follows: First and second positions - department identity, third and fourth positions - transfer department, fifth position - appropriation fiscal year beginning, sixth position - appropriation fiscal year ending, and seventh through tenth positions appropriation fund.
LIMITSUB	The Limit Subhead field is a breakdown of a receipt, appropriation or fund account for a specified purpose. In some instances, the limit is a subdivision of funds that restricts the amount or use of funds for a certain object or purpose. In other cases, the limit is to identify subelements within the account for information and management purposes.
SUPL ACCOUNTING CLASS	Supplemental Accounting Classification identifies any subdivision of the appropriation or accounting entity needed to carry out segments of the various Department, Service or Agency missions and administer the funds accordingly. A list of the service formats and explanations are contained in part 15, appendix 31 of this manual.
CPN RECIP	The Contract Payment Notice Recipient is the DoDAAD Code of the accounting point to which the CPN is being sent.
ERROR MESSAGES	Previously described in this report under FIC PX1.
FIC XXD	Format Identifier Code for the Accounting Classification Trailer Record.
ACRN	The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the Detail Line Item Schedule information.

REPORT ELEMENTELEMENT DESCRIPTION

NON-CLIN/ELIN PROV

Noncontract Line Item Number/Exhibit Line Item Number Provisions are requirements expressing contractor responsibilities not directly involving performance on the Supplies Line Item(s) or Service(s), but contractor may be reimbursed or the Government may collect. A list of the codes and explanations are contained in part 15, appendix 5 of this manual.

FMS CNTY

Foreign Military Sales Country Code. A two position alpha code that indicates the foreign country for which the item(s) was procured. A list of the current Country Codes are contained in part 15, appendix 33 of this manual.

OBLIGATED

That amount stated at a contractor or call/order level by appropriation, which a Government Agency will eventually disburse for goods or services required under that contract, call/order.

MULT PY OF

If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here.

CR UL0FT

Credit Unliquidated Obligation Force-Thru Code. An X will appear in the field if a Force-Thru is in effect; otherwise, will be blank.

DOC REF NO

The Document Reference Number is a locally assigned accounting field giving reference or a reason for the entry of a funded obligation document suffixed by blanks. Examples would be:

PO	Purchase Order
LTR C	Letter Contract
NEG CT	Negotiated Contract
P00001	Modification
TR-IN	Transfer of a Contract from Another Source
TR-OUT	Transfer Out

TRAN CD

Transaction Code indicates the type of record being retained on the Accounting Classification Level File. For a list of the codes and explanations see part 15, appendix 40 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ERROR MESSAGE	Previously described in this report and FIC PX1.
FIC XXE	The Format Identifier Code for the Supplies Line Item Data Record #1.
CLIN/ELIN	This data element may refer to the Contract Line Item Number, Sub-Line Item Number, Exhibit Line Item or Sub-Exhibit Line Item Number. The number used to identify the item or service being procured.
STOCK NUMBER	The National Stock Number is a number assigned under the Federal Cataloging Program to each approved United States Federal Item Identification. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned National Item Identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an exhibit, an N will be in position one, blank position two, exhibit in positions three through nine and rest of field blank. If delivery schedules are applicable to a service line item, an N will be in position one, blank position two, services in positions three through ten and rest of field blank. When a destination acceptance data item is to be sent to multideestination points, a Z in position one, blank position two, the DoDAAD Code of the acceptance receiving activity in positions three through eight and blank the rest of the field.
ORDER QUANTITY	Represents the total quantity on order for a given CLIN or ELIN. An X in the first position indicates the quantity is estimated. If the quantity is unknown, a U will be entered in the first position leaving the remainder of the field blank. If the line item references an exhibit or services, an N will be entered in the first position leaving the remainder of the field blank. An X overpunch in the eighth position indicates a decrease.

REPORT ELEMENT

ELEMENT DESCRIPTION

	An X overpunch in positions seven indicates the order quantity is greater than 99,999,999 and must be followed by another E Record with a T in the first position of the order quantity field with the additional overflow amount.
PUR UNT	The Purchase Unit is the physical measurement quantities of the item procured such as: each, dozen, gallon, pair, pound, ream, set, yard.
UNIT PRICE	The cost of an item ordered or received. The field consists of a seven position dollar amount, two positions for cents and two positions for mils. An X overpunch in position one indicates an estimated unit price. If the unit price is unavailable but will be furnished later, a U will be entered in position one and the remainder of the field left blank. If a unit price is not applicable an N will be entered in the first position and the remainder of the field left blank. An O will be entered in position one followed by blanks if the item is not separately priced. If the mils exceed two positions, insert a 9 in the first position and leave the remainder of the field blank.
TOTAL ITEM AMOUNT	<p>Supplies Item - Represents the extended value of CLIN/ELIN (unit price times order quantity) rounded to the nearest cent. If the total item amount is not applicable, an N will be entered in the first position followed by blanks. A dash in position one indicated an estimated amount.</p> <p>Services item - Represents the total dollar value of the service. Will be right-justified and prefixed with zeros. A dash in position one indicates an estimated amount. A U in the first position followed by blanks indicates the amount is undefinitized. An N in the first position followed by blanks indicates a total item amount is not applicable. A dash in position ten indicates a decrease. An X overpunch in position nine indicates the total item amount is greater than 9,999,999,999 and must be followed by another E or H Record with a T in the first position of the total item amount field with the additional overflow.</p>

REPORT ELEMENTELEMENT DESCRIPTION

PROJ MAGR	The Item or Project Manager is the DoDAAD Code if the activity to receive MILSCAP follow-on records is not the same activity as the Issued By Organization on the initial abstract; otherwise, will be blank.
ERROR MESSAGES	Previously described in this report under FIC PX1.
FIC XXF	Format Identifier Code for the Supplies Line Item Record #22.
CLIN/ELIN	Previously described in this report under FIC PXE.
NOUN	Represents the first 11 positions of the name and/or description of the item being procured as shown on the contractual document. If the item is a first article with destination acceptance the first position will be F, the second position blank and the Julian date of the first article approval in the next five positions (YYDDD).
PQA	The Procurement Quality Assurance site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.
ACC	The designated site at which the Government assents to ownership of contract line items. Code S for Source/Origin acceptance or Coded D for Destination acceptance.
FOB	Free On Board site that the contractor agrees to deliver merchandise on-board the conveyance without charge to the buyer.

CODE

D - Destination
O - Intermediate
S - Origin (Source)

QTY OVR	Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity.
QTY UND	Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ERROR MESSAGES	Previously described in this report under FIC PX1.
FIC XXG	Format Identifier Code for the Supplies Schedule Data Record.
CLIN/ELIN	Previously described in this report under FIC PXE.
SHIP TO	DoDAAD Code of the destination point of the item.
MARK FOR	The DoDAAD Code of the ultimate recipient of the item.
DEL SCH DATE	The contractual date for delivery of material which will be addressed to the destination shown in the SHIP TO or MARK FOR blocks (YYMMDD).
DEL SCH QTY	The quantity of a line item scheduled to be delivered by a given date.
ACRN	Accounting Classification Reference Number previously described in this report under FIC PXC.
TRNS PRI	The Transportation Priority is a number assigned to a shipment showing precedence of handling and method of material movement within the Defense Transportation System.
MILSTRIP DOC NUM	Military Standard Requisitioning and Issue procedures. A system of standard data elements, codes, forms and formats for requisition and issue of material adaptable to both manual and mechanical document preparation transmission and processing. When used in a contract indicates a MILSTRIP requisition resulting in a new procurement or amendment to a contract. This field consists of: (1) service (pos. 1), (2) requisitioner (pos. 2-6), (3) Julian year (position 7), (4) Julian day (pos. 11-14).
SUF	The MILSTRIP document number suffix.
CLIN/ELIN	The Contract Line/Subline Item Number which establishes an exhibit for Exhibit Line Item Number (ELIN). Field consists of: (1) Contract Line Item Number (pos. 1-4) and (2) Contract Subline (pos. 5-6).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ERROR MESSAGES	Previously described under FIC PX1.
FIC XXH	Format Identifier Code for the Services Line Item Data Record.
CLIN/ELIN	Previously described in this report under FIC PX1.
DESCRIPTION OF SERVICES	A brief description of the service on a Service Line Item.
PQA	Procurement Quality Assurance Site previously described in this report under FIC PXF.
ACRN	Accounting Classification Reference Number previously described in this report under FIC PXC.
COMPLT DATE	The date on which the performance of the contracted service is to be completed (YYMMDD).
TOTAL ITEM AMOUNT	Previously described in this report under FIC XXE.
PROJ MAGR	Previously described in this report under FIC XXE.
ERROR MESSAGES	Previously described in this report under FIC XX1.

16.64 UNMA460A - CONTRACT MULTIPLE ACTION LIST

a. Data Summary

PURPOSE:
multiple

for a

CAO-

reported

provided

To provide the users a list of

BATCH actions which have occurred

specific contract at PIIN, SPIIN,

ORG-CD level. Each action is

seperately. It will only be

if more than one BATCH transaction
occurs in the same cycle for a
contract.

SOURCE OF DATA:

Data Base

TYPE/MEDIUM:

Output Report - Standard Paper

FREQUENCY/RETENTION:

Daily - As Determined Locally

SORT SEQUENCE:
Identification

Procurement Instrument

Number/Supplemental Procurement
Instrument Identification Number/
Contract Administration Office
Organization Code/Batch Number

PAGE BREAKS:
Identification

Procurement Instrument

Number/Supplemental Procurement
Instrument Identification Number/
Contract Administration Office
Organization Code/Batch Number or a
Full Page.

16.64 UNMA460A - CONTRACT MULTIPLE ACTION LIST (CONT'D)

b. Sample Report

PAGE 0001

REPORT NUMBER UNMA460A DATE 90 AUG 12
CONTRACT MULTIPLE ACTION LIST
PLIN SPIIN ORG RGS BATCH
DLASCO HJX41
NEGATIVE REPORT

LAST PAGE

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMA460A

Contract Multiple Action List.

NOTE: All remaining report elements are identical to the Rejected Abstract Transaction Report - UNM010A, except any error messages were acceptable errors and the input was entered into the data base. For a complete description of each report element refer to the report element descriptions of UNMA010A.

16.65 UNMB010A - CLR/LINE ITEM CONTROL REGISTER

a. Data Summary

PURPOSE:	This report contains a recap of accepted dollars (by service) and
data	base quantities as input by each
data	input clerk.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code.
PAGE BREAKS:	When the page is full.
TOTALS:	The required totals are:
	a. Obligation amounts by:
	Army
	Air Force
	DLA
	Navy
	b. Quantity on Order
	c. Quantity Scheduled
ADDITIONAL INFORMATION:	FAA and FCC use the listing to
validate	control of input.

16.65 UNMB010A - CLR/LINE ITEM CONTROL REGISTER (CONT'D)

b. Sample Report

REPORT NUMBER UNMB010A	DATE	PAGE
CLR / CONTRACT INPUT CONTROL REGISTER		
AS OF 93 MAR 31		
ROS	OBLIGATION AMOUNTS	ON ORDER SCHEDULE
	AIR FORCE	
	ARMY	
	NAVY	
	DLA	
99		28,842 28,842
TOTAL		28,842 28,842
LAST PAGE		

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB010A	CLR Contract-Input Control Register Format Code.
DATE	Report date (YYMMDD).
PAGE	Page number.
AS OF DATE	Date of last actions included on this report (YYMMDD).
RGS	The Reading Group Specialist Code identifying the individual who input the data totals for each of the report lines.
OBLIG AMOUNT on	Obligation Amount is the amount stated a contract, call, or order by appropriation, which a Government agency will eventually disburse for goods or services.
ARMY	The total Obligated Amounts for all Army contracts, calls or orders input by each applicable RGS.
AIR FORCE by	The total Obligated Amounts for all Air Force contracts, calls, or orders input each applicable RGS.
DLA each	The total Obligated Amounts for all DLA contracts, calls, or orders input by applicable RGS.
NAVY each	The total Obligated Amounts for all Navy contracts, calls, or orders input by applicable RGS.
ON ORDER	The total quantity of items on order on each contract, call, or order for all services input by each applicable RGS.
SCHEDULE	The total Delivery Schedule quantity for each contract, call, or order for all services input by each applicable RGS.

16.65.1 UNMA480A - DUPLICATE PIIN PRIME LIST

a. Data Summary

PURPOSE:	This report lists all the duplicate prime contracts that are in all MOCAS data bases.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM	Output Report - Standard Output Paper
FREQUENCY/RETENTION:	Monthly - As determined
SORT SEQUENCE	Universal by terminal digit sequence
PAGE BREAKS:	As Page Becomes Full.

16.65.1 UNMA480A - DUPLICATE PIIN PRIME LIST (CONT'D)

b. Sample Report

```
*****
****
Report Number UNMA480A      DUPLICATE PIIN PRIME LIST
DATE

PIIN/SPIIN      AS  OC  CAGE  CS  CP  FUNC  LIMT  OBL AMT  ULO AMT  ULO PP  FILE
SYST

DAAE0797G33330001      $0.00      $0.00      $0.00  PINS
MOCG
DAAE0797G33330001      P  AW  14578  1  A      PINV
MOCG
DAAE0797G33330001      $0.00      $0.00      $0.00  PINS
MOCL
DAAE0797G33330001      P  NC  0N618  1  A      PINV
MOCL

*****
*****
```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA480A multiple	Listing of duplicate contracts in data bases.
DATE	Report date (YYMMDD).
PAGE	Page number.
PIIN/SPIIN Procurement (SPIIN). SPIIN	Procurement Instrument Identification Number (PIIN) and Supplemental Instrument Identification Number The PIIN is the contract number. The is a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number,commencing with 0001); or (2) calls/orders against Basic Ordering Agreements (BOA) or Basic Purchase Agreements (BPA) (four position alphanumeric serial number).
AS to a	Assignment Code depicting the type of administration responsibility assigned contract. P = Primary.
OC Organization	Contract Administration Office

Code of the office responsible for
administering the contract.

CAGE
a
unique

The Commercial and Government Entity is
code assigned to all contractors for
identification.

REPORT ELEMENTELEMENT DESCRIPTION

CS
Section

procurement

Contract Administration Reporting

Number is a code assigned to a

instrument that depicts the status of a
contract during its life cycle.
A list of the codes and explanations are
contained in part 15, appendix 11 of

manual.

CP

B,

of

contract

Contract Administration Reporting Part
Number Code relates to the CAR part A,

C, or D (each requiring different levels

contract administration)that this

has been assigned.

FUNC LIMIT

less

appropriate

code

be

Functional Limitation left blank under
Prime Administration. When there is

than prime administration the

functional limitation(s) are shown. A

is shown for each function to actually

performed.

CODEFUNCTIONAL LIMITATION

1	Quality Assurance
2	Production
3	Payment
4	Property
5	Transportation
6	ACO action required

OBL AMT
on a

appropriation,
which a
disburse

Obligation Amount is the amount stated

contract, call, or order by

Government agency will eventually

for goods or services.

ULO AMT
a

disbursements

The total remaining dollar obligation on

contract or call/order, after

have been made.

ULO PP
made

The total unrecouped progress payments

to the contractor or subcontractor.

FILE

SYST

The data base where the contract is
located.

16.65.2 UNMA480B - PIIN LIST - PRIME AND SUPPORT CONTRACTS

a. Data Summary

PURPOSE:	This report lists all the duplicate prime and support contracts that are
in	all MOCAS data bases.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM	Output Report - Standard Output
Paper	
FREQUENCY/RETENTION:	Monthly - As Determined
SORT SEQUENCE	Universal by terminal digit sequence
PAGE BREAKS:	As Page Becomes Full.

16.65.2 UNMA480B - PIIN LIST - PRIME AND SUPPORT CONTRACTS (CONT'D)

b. Sample Report

```
*****
*****
Report Number  UNMA480B      PIIN LIST - PRIME AND SUPPORT CONTRACTS
DATE

PIIN/SPIIN      AS  OC  CAGE  CS  CP  FUNC  LIMIT  OBL AMT  ULO AMT  ULO PP
FILE  SYST

DAAA0981E0107                      $180,000.00  $0.00    $0.00
PINS  MOCL
DAAA0981E0107  P   YT  OMVU4  2   A
PINV  MOCL
DAAA0981E0107  S   GB  1W458  1   C    12 45
PINV  MOCL

*****
*****
```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMA480A multiple	Listing of duplicate contracts in data bases.
DATE	Report date (YYMMDD).
PAGE	Page number.
PIIN/SPIIN Procurement (SPIIN). SPIIN	Procurement Instrument Identification Number (PIIN) and Supplemental Instrument Identification Number The PIIN is the contract number. The is a number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001); or (2) calls/orders against Basic Ordering Agreements (BOA) or Basic Purchase Agreements (BPA) (four position alphanumeric serial number).
AS to a	Assignment Code depicting the type of administration responsibility assigned contract. P = Primary.
OC Organization	Contract Administration Office Code of the office responsible for administering the contract.

CAGE
a
unique

The Commercial and Government Entity is
code assigned to all contractors for
identification.

CS
Section
procurement

of

in

Contract Administration Reporting
Number is a code assigned to a
instrument that depicts the status of a
contract during its life cycle. A list
the codes and explanations are contained
part 15, appendix 11 of this manual.

REPORT ELEMENTELEMENT DESCRIPTION

CP
B,
of
contract

Contract Administration Reporting Part
Number Code relates to the CAR part A,
C, or D (each requiring different levels
contract administration) that this
has been assigned.

FUNC LIMIT
less
appropriate
code
be

Functional Limitation left blank under
Prime Administration. When there is
than prime administration the
functional limitation(s) are shown. A
is shown for each function to actually
performed.

CODEFUNCTIONAL LIMITATION

1	Quality Assurance
2	Production
3	Payment
4	Property
5	Transportation
6	ACO action required

OBL AMT

Obligation Amount is the amount stated on a
contract, call, or order by appropriation,
which a Government agency will eventually
disburse for goods or services.

ULO AMT

The total remaining dollar obligation on a
contract or call/order, after disbursements
have been made.

ULO PP

The total unrecouped progress payments made
to the contractor or subcontractor.

FILE

SYST

The data base where the contract is located.

16.66 UNMB030A – INPUT STATISTICS

a. Data Summary

PURPOSE: This listing contains production statistics at the contract data input level. The report reflects the number of all documents input at the Contract/Modification/Correction level, the number accepted, the number rejected, and the percentage of rejections. The record count is also kept of each accepted transaction identified by FIC.

SOURCE OF DATA: Abstract Input Transactions

TYPE/MEDIUM Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - As Determined Locally

SORT SEQUENCE: CAO Codes/RGS Code.

PAGE BREAK: Occurs when page is full.

TOTALS: Totals are produced, as follows:

Specialist a. For each Reading Group
Code.

Total of the total counts of transactions.
Total of the rejected counts of transactions.
Total percent of transactions rejected.
Total of A-Records input.
Total of B-Records input.
Total of C-Records input.
Total of D-Records input.
Total of E-Records input.
Total of F-Records input.
Total of G-Records input.
Total of H-Records input.
Total of I-Records input.
Total of J-Records input.
Total of N-Records input.
Total of R-Records input.
Total of S-Records input.
Total of T-Records input.
Total of Records Counts.

Group

b. Subtotals for all Reading
Specialist Codes.

Total of all New contract
Transactions
(PA/NA) for all ategories in
subparagraph above.
Totals for all Modification
Transactions
(PE/NE) for all categories in
subparagraph a above.

c. Generate a total of all subtotals
established in subparagraph b above.

16.66 UNMB030A - INPUT STATISTICS (CONT'D)

b. Sample Report

REPORT NUMBER		UNMB030A		DATE		##		###		##		INPUT-ORG-CD		##		PAGE		#		
CONTRACT/MOD BACKLOG INPUT STATISTICS																				
AS OF ## ### ##																				
		TOT	REJ	ACC	REJ															TOT
		CNT	CNT	CNT	%	A	B	C	D	E	F	G	H	L	J	N	R	S	REC	
RGS																				
##### NEW																				
(PA/NA)		###	###	###	##	###	###	###	###	###	###	###	###	###	###	###				
MOD (PB/NB)		###	###	###	##	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
COR (PE/NE)		###	###	###	##	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
TOT		###	###	###	##	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
CAO TOTAL																				
NEW (PA/NA)		###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
MOD (PB/NB)		###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
COR (PE/NE)		###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	
TOT		###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	###	

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB030A	Input Statistics Report Format Code.
DATE	Report date (YYMMDD).
INPUT-ORG-CD	Identifies the group of people who input Contracts/modifications data to monitor/Calculate various statistics.
PAGE	Page number.
AS OF DATE transac- (YYMMDD).	The date through which all input tions are included on this report
RGS	Reading Group Specialist Code identifies the individual who input the data.
NEW (PA/NA) statistics.	New contracts input (PA_/NA_)
TOT CNT the	Total count of new contracts input by RGS.
REJ CNT input	Total count of rejected new contracts by the RGS.
ACC CNT input	Total count of accepted new contracts by the RGS.
REJ % contracts	Total rejected percentage of new input.
A	Total count of A-Records input by the RGS.
B	Total count of B-Records input by the RGS.
C	Total count of C-Records input by the RGS.
D	Total count of D-Records input by the RGS.
E	Total count of E-Records input by the RGS.
F	Total count of F-Records input by the RGS.
G	Total count of G-Records input by the RGS.
H	Total count of H-Records input by the RGS.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
L	Total count of L-Records input by the RGS.
J	Total count of J-Records input by the RGS.
N	Total count of N-Records input by the RGS.
R	Total count of R-Records input by the RGS.
S	Total count of S-Records input by the RGS.
T	Total count of T-Records input by the RGS.
TOT REC	Total count of all new contract records input by the RGS.
MOD (PB/NB)	Modification transactions (PB_/NB_) input statistics.
TOT CNT	Total count of modification transactions input by the RGS.
REJ CNT	Total count of rejected new contracts input by the RGS.
ACC CNT	Total count of accepted new contracts input by the RGS.
REJ %	Total rejected percentage of new modifications input by the RGS.
A	Total count of A-Records input by the RGS.
B	Total count of B-Records input by the RGS.
C	Total count of C-Records input by the RGS.
D	Total count of D-Records input by the RGS.
E	Total count of E-Records input by the RGS.
F	Total count of F-Records input by the RGS.
G	Total count of G-Records input by the RGS.
H	Total count of H-Records input by the RGS.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
L	Total count of L-Records input by the RGS.
J	Total count of J-Records input by the RGS.
N	Total count of N-Records input by the RGS.
R	Total count of R-Records input by the RGS.
S	Total count of S-Records input by the RGS.
T	Total count of T-Records input by the RGS.
TOT REC	Total count of all modification records input by the RGS.
COR (PE/NE)	Correction transactions (PE_/NE_) input statistics.
TOT CNT	Total count of correction transactions input by the RGS.
REJ CNT	Total count of rejected corrections input by the RGS.
ACC CNT	Total count of accepted corrections input by the RGS.
REJ %	Total rejected percentage of corrections input by the RGS.
A	Total count of A-Records input by the RGS.
B	Total count of B-Records input by the RGS.
C	Total count of C-Records input by the RGS.
D	Total count of D-Records input by the RGS.
E	Total count of E-Records input by the RGS.
F	Total count of F-Records input by the RGS.
G	Total count of G-Records input by the RGS.
H	Total count of H-Records input by the RGS.
L	Total count of L-Records input by the RGS.

REPORT ELEMENTELEMENT DESCRIPTION

J	Total count of J-Records input by the RGS.
N	Total count of N-Records input by the RGS.
R	Total count of R-Records input by the RGS.
S	Total count of S-Records input by the RGS.
T	Total count of T-Records input by the RGS.

16.67 UNMB060A - CONTRACT/MOD BACKLOG STATISTICS

a. Data Summary

PURPOSE: This listing contains a recap of contractual document receipts, processed and unprocessed backlogs by type of document, number of documents by age group, average on-hand age, average processing time, and cumulative daily to monthly statistics.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - As Determined Locally

SORT SEQUENCE: Contract Administration Office
Organization Code.

PAGE BREAK: The page break occurs when the page is full.

TOTALS: a. Contracts - Total of Purchase Orders/Calls and Other contract documents at the following level:

Beginning Balance of Documents
Documents Received
Documents Accepted
Documents Deleted
Duplicate Documents
Invalid Procurement Instrument
Identification

Number/Supplementary

Procurement Instrument

Identification Number

Ending Balance of Documents
Documents by Age Group
0 Days
1 Day
2 Days
3 Days
4 Days
5 Days and Over
Average Age on Hand
Average Processed Days

b. Modifications - Total of modifications against Purchase Orders/Calls and Other contract documents at the same levels specified in subparagraph a above with the additional level of Unmatched Modifications.

c. Total Contracts/Modifications - Total of subparagraphs a and b above at the same levels.

16.67 UNMB060A - CONTRACT/MOD BACKLOG STATISTICS (CONT'D)

b. Sample Report

REPORT NUMBER UNMB060A										DATE 95 DEC 07			CAO CODE <		PAGE		1				
										C O N T R A C T / M O D B A C K L O G S T A T I S T I C S											
										AS OF 95 DEC 07											
										AGE											
										1											
										2											
										3											
										4											
										5 & OVER											
										AVG AGE ON HAND											
										AVG PROC DAYS											

Sample Report

16-1-444

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB060A	Contract/MOD Backlog Statistics Format Code.
DATE	Report date (YYMMDD).
INPUT-ORG-CD	Identifies the group of people who input Contracts/modifications data to monitor/ Calculate various input statistics.
PAGE	Page number.
AS OF	The date through which all input transactions are included on this report (YYMMDD).
CONTRACTS	Contracts backlog statistics section.
PO/CALL	Purchase Order/Call backlog statistics.
BEG BAL	Total Beginning Balance of backlog PO/Calls.
RECVD	Total PO/Calls Received during the cycle.
ACCEPT	Total PO/Calls Accepted during the cycle.
CODE D	Total PO/Calls Deleted during the cycle.
DUP	Total Duplicate documents found during the cycle.
INV P/S	Total Invalid PIIN/SPIINs found during the cycle.
MOD END BAL	The Ending Balance of backlog PO/Calls at the end of the processing cycle. Also includes documents awaiting hard copy receipt which are no longer in backlog status.
AGE 0, 1, 2, 3, 4, 5 & OVER	Backlog PO/Calls by age in days.
AVG AGE ON HAND	Average age in days for all backlog PO/Calls at the end of that cycle.
AVG PROC DAYS	Average age in days it took backlog to process that were accepted during the PO/Calls cycle.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
OTHER	All Other contract type document backlog statistics.
BEG BAL	Total other contract type documents in backlog at the beginning of the cycle.
RECVD	Total Other documents received during the cycle.
ACCEPT	Total Other documents accepted during the cycle.
CODE D	Total Other documents deleted during the cycle.
DUP	Total Duplicate documents found during the cycle.
INV P/S	Total Invalid PIIN/SPIINs found during the cycle.
MOD END BAL	The ending balance of backlog Other contract documents at the end of the processing cycle. Also includes documents awaiting hard copy receipt which are no longer in backlog status.
AGE 0, 1, 2, 3, 4, 5, AND OVER	Backlog Other contract documents by age in days.
AVG AGE ON HAND	Average age in days for all backlog Other contract documents at the end of that cycle.
AVG PROC DAYS	Average age in days it took Other contract documents to process that were accepted during this cycle.
MODS	Modifications backlog statistics section.
PO/CALL	Purchase Order/Call backlog statistics.
BEG BAL	Total modifications to PO/Calls in backlog at the beginning of the cycle.
RECVD	Total MODs to PO/Calls received during the cycle.
ACCEPT	Total MODs to PO/Calls accepted during the cycle.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CODE D	Total MODs to PO/Calls deleted during the cycle.
DUP	Total Duplicate MODs to PO/Calls found during the cycle.
INV P/S	Total Invalid PIIN/SPIINs or MODs found during the cycle.
MOD	Total Unmatched MODs to PO/Calls found during the cycle.
END BAL	The ending balance of backlog MODs to PO/Calls at the end of the processing cycle. Also includes documents awaiting hard copy receipt which are no longer in backlog status.
AGE 0, 1, 2, 3, 4, 5 & OVER	Backlog MODs to PO/Calls by age in days.
AVG AGE ON HAND	Average age in days for all backlog MODs to PO/Calls at the end of that cycle.
AVG PROC DAYS	Average age in days it took MODs to PO/Calls to process that were accepted during this cycle.
OTHER	All Other Modification type document backlog statistics.
BEG BAL	Total Other modification documents in backlog at the beginning of the cycle.
RECVD	Total Other modification documents accepted during the cycle.
ACCEPT	Total Other modification documents accepted during the cycle.
CODE D	Total Other modification documents deleted during this cycle.
DUP	Total Duplicate Other modifications found during this cycle.
INV P/S	Total Invalid PIIN/SPIINs found on Other MODs during this cycle.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
MOD	Total Unmatched Other MODs found during the cycle.
END BAL	The ending balance of backlog Other MODs at the end of the processing cycle.
AGE 0, 1, 2, 3, 4, 5 & OVER	Backlog Other MODs by age in days.
AVG PROC DAYS	Average age in days it took Other MODs to process that were accepted during this cycle.
DAY	Day of Cycle (workday).
GROSS RECEIPTS CONTR MODS	Total receipts of contract and modification received during the stated workday.
INVALID RECEIPTS CONTR MODS	Total invalid receipts of contract and modification documents received during the stated workday.
NET RECEIPTS CONTR MODS	Net receipts of contract and modification documents processed during the stated workday.
PROCESSED CONTR MODS	Total of contracts and modifications processed during the stated workday.
ON HAND CONTR MODS	Total backlog of contract and modification documents on hand the stated workday.
AVG DAILY GROSS RECEIPTS CONTR MODS	A running daily average (until monthend closeout)of the total receipts of contract and modification documents.
AVG DAILY NET RECEIPTS CONTR MODS	A running daily average (until monthend closeout)of the total net receipts of contract modification documents processed through the stated workday.

16.68 UNMB080A - LINE ITEM/SCHEDULE SUMMARY LIST

a. Data Summary

PURPOSE:	This listing provides the batch
totals	passing batch balancing, the
quantity	rejected during validation and the
net	totals input for processing against
the	line item schedule record. Used in
	reconciliation of delivery document
	input.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - 30 Days
PAGE BREAK:	CAO Code
TOTAL:	Rejected, Accepted, and Combined

16.68 UNMB080A - LINE ITEM/SCHEDULE SUMMARY LIST (CONT'D)

b. Sample Report

REPORT NUMBER UNMB080A	95 DEC 07	CAO CODE GB	PAGE 0001
	LINE ITEM/SCHEDULE SUMMARY LIST		
ACCEPTANCE	ON ORDER	DELIVERED	SCHEDULED
2	6280	2	6280
TOTALS	12562		
REJECTED	12560		
ACCEPTED	2		

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB080A	Line Item/Schedule Summary List.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
PAGE	Page number.
ACCEPTANCE	The quantity of units accepted during this cycle.
ON ORDER	The total number of units placed on order this cycle.
DELIVERED	The quantity of units shipped this cycle.
SCHEDULED	The total number of units whose schedule was changed.
TOTALS	Total number of units which were processed.
REJECTED	Number of units processed which were rejects.
ACCEPTED	Number of units processed which were accepted.

16.69 UNMB090A - BATCH DELIVERY/ACCEPTANCE STATISTICS

a. Data Summary

PURPOSE:	Used in reconciliation of delivery and acceptance batch processing.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Optional
SORT SEQUENCE:	Batch Number/Contract Administration Office
PAGE BREAK:	CAO
TOTAL:	Transaction Format Identifier Code (FIC) - The totals listed under the NQL will show the number of DD Forms 250 batches processed this cycle. The total shown under the NQQ will represent the number of DD Forms 250 processed this cycle.

16.69 UNMB090A - BATCH DELIVERY/ACCEPTANCE STATISTICS (CONT'D)

b. Sample Report

REPORT NUMBER UNMB090A															
DATE 93 AUG 12															
BATCH DELIVERY/ACCEPTANCE STATISTICS															
ACCEPTED TRANSACTION STATISTICS															
REJ CAR'S	TOTAL L/I	REJ L/I	RECYL L/I	MOQ	NOA	NCB	NOO	NOF	NOG	NOR	PKN	PKP	NKL	NKO	ACT TRNS
0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	2
0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	2
TOTAL															2

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB090A	Batch Delivery/Acceptance Statistics
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
PAGE	Page number.
NON-MILSTRIP RECORDS	The number of delivery records which did not contain MILSTRIP numbers.
MILSTRIP RECORDS	The number of delivery records which did contain MILSTRIP numbers.
NQQ TRANSACTION	The transaction used to input the QAR signature/acceptance date, Government Furnished Property, indicator and/or Free On Board point for supply item shipments or service line item completion records.
NQA TRANSACTION	The transaction used to input part of the data elements pertaining to a supply line item shipment.
NQB TRANSACTION	The transaction used to input additional data about a supply line item shipment. When a delivery transaction, pertaining to a supply line item, is initially input both an NQA and NQB are required.
NQD TRANSACTION	This transaction is used to delete a delivery record from the recycle file.
NQF TRANSACTION	This transaction is used to input the MILSTRIP requisition number and/or the Free Along Side Vessel City pertaining to a supply line item shipment.
NQG TRANSACTION	The transaction used to input service line item completion records.
NQR TRANSACTION	The transaction used to release delivery records for processing after being suspended on the recycle file.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PKN TRANSACTION	The solicited transaction indicating destination acceptance.
PKP TRANSACTION	The unsolicited transaction including destination acceptance.
NKL TRANSACTION	The transaction used to update status on a delivery record awaiting destination acceptance.
NKQ TRANSACTION	The local transaction used to input destination acceptance when a hard copy acceptance is received.
TOTAL INPUT	The total number of delivery and acceptance transactions input for processing.
TOTAL	Totals by type of transaction.

16.70 UNMB140A - MONTHLY MISSING MOD SUMMARY

a. Data Summary

PURPOSE: report	To provide a statistical summary of missing modification by Buying Activity.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code/Buying Activity.
PAGE BREAK:	Page break occurs under the following conditions:
TOTALS:	<ul style="list-style-type: none">a. Change in CAO Code.b. When page is full.c. Totals by Buying Activity Code Total number of ACO modifications missing. Total number of PCO modifications missing. Total number of modifications by Age Group. 0-30 Days 31-60 Days 61-90 Days Over 90 Daysd. Totals by Contract Administration Office Organization Code Total number of ACO modifications missing by Age Group. Total number of PCO modifications missing by Age Group. Total number of modifications missing by Age Group.
ADDITIONAL INFORMATION:	Report UNMB140A is generated during the normal end-of-month processing.

16.70 UNMB140A - MONTHLY MISSING MOD SUMMARY (CONT'D)

b. Sample Report

REPORT NUMBER	UNMB140A	DATE	12 AUG 83	MISSING MOD SUMMARY	CAO CODE	US	PAGE
BUYING ACTIVITY	MISSING MODS	NUMBER OF MISSING MODS - AGED BY DAYS			TOTAL AGE		
		0-30	31-60	61-90 OVER 90			
TOTAL CONTRACTS BA 10	A-MODS	0	0	0	5	5	
	P-MODS	0	0	0	0	0	
	TOTAL	0	0	0	5	5	
AL	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	0	0	
	TOTAL	0	0	0	0	0	
TOTAL CONTRACTS BA 1	A-MODS	0	0	0	2	2	
	P-MODS	0	0	0	11	11	
	TOTAL	0	0	0	13	13	
TOTAL CONTRACTS BA 142	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	3	3	
	TOTAL	0	0	0	3	3	
BB	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	0	0	
	TOTAL	0	0	0	0	0	
TOTAL CONTRACTS BA 14	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	2	2	
	TOTAL	0	0	0	2	2	
SC	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	0	0	
	TOTAL	0	0	0	0	0	
TOTAL CONTRACTS BA 16	A-MODS	0	0	0	0	0	
	P-MODS	0	0	0	0	0	
	TOTAL	0	0	0	0	0	

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB140A	Monthly Missing MOD Summary Format Code.
DATE	Date of report (YYMMDD).
CAO CODE	Contract Administration Office responsible for administering the contracts to which the missing modifications are applicable.
PAGE	Page number.
BUYING ACTIVITY	The DAR Designator Code identifying each Buying activity.
A-MODS	Administrative Contracting Officer missing modifications.
NUMBER OF MISSING MODS BY AGE	The total number of missing modifications assigned to the appropriated age group based on how long in days the MOD has been missing.
0-30 DAYS	
31-60 DAYS	
61-90 DAYS	
OVER 90 DAYS	
TOTAL AGE	The total missing modifications assigned to all age groups that are the ACOs responsibility.
P-MODS	Procurement Contracting Officer missing modifications.
NUMBER OF MISSING MODS BY AGE	The total number of missing MODs assigned to the appropriate age group based on how long in days the MOD has been missing.
0-30 DAYS	
31-60 DAYS	
61-90 DAYS	
OVER 90 DAYS	
TOTAL AGE	The total missing MODs assigned to all groups that are the PCOs responsibility.
TOTAL CONTRACTS BA	The total contracts for the responsible Buying Activity that had missing MODs.
CAO TOTALS	The missing MODs summary for all Buying Activities within the CAO.
TOTAL CONTRACTS CAO CAO	The total contracts for the responsible that had missing modifications.

16.71 UNMB300A - OBLIGATION/LINE ITEM CONTROL REGISTER

a. Data Summary

PURPOSE:	This report contains a recap of accepted dollars (by service) and data base quantities as input by each data input clerk via the on-line system.
SOURCE OF DATA:	Transaction History Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Reading Group Specialist Code.
PAGE BREAKS:	When the page is full.
TOTALS:	The required totals are: <ul style="list-style-type: none">a. Obligation amounts by:<ul style="list-style-type: none">ArmyAir ForceDLANavyb. Quantity on Order.c. Quantity Scheduled.

16.71 UNMB300A - OBLIGATION/LINE ITEM CONTROL REGISTER (CONT'D)

b. Sample Report

REPORT NUMBER UNMB300A

OBLIGATION/LINE ITEM CONTROL REGISTER

AS OF: 95 DEC 11

DATE 95 DEC 11

PAGE 4

RG	ARMY	AIR FORCE	DLA	NAVY	ON ORDER	SCHEDULED
DDM2981	\$16,317,452.00	\$5,777,576.00	\$407,100.00	\$3,046,977.00	0	0
DDM2992	\$214,039,416.00	\$550,000.00	\$18,011,980.00	\$18,808,272.00	23,653	23,653
DDM2997	\$.00	\$.00	\$.00	\$414,902,461.00	1	1
DDM3424	\$5,295,435.00	\$.00	\$1,199,658.00	\$5,337,700.00	1,728	36
DDM3430	\$2,027,984.00	\$238,040,170.00	\$10,277,332.00	\$645,000.00	1,049	1,103
DDM3467	\$.00	\$7,748,090.00	\$.00	\$20,334,359.00	8,114	6,881
DDM3553	\$.00	\$.00	\$.00	\$.00	0	0
DDM3581	\$.00	\$.00	\$1,284,000.00	\$68,834,607.00	1,972	1,972
DDM3669	\$4,000,000.00	\$5,489,400.00	\$534,600.00	\$1,746,112.00	352	352
DDM3695	\$2,737,200.00	\$2,000,000.00	\$15,091,559.00	\$98,196,276.00	3,106	3,106
DDM3766	\$4,292,568.00	\$.00	\$50,000.00	\$.00	562	772
DDM3874	\$.00	\$.00	\$.00	\$18,626,748.00	0	0
DDM4056	\$.00	\$150,000.00	\$27,126,328.00	\$540,517,498.00	1,028	1,027
Q684151	\$.00	\$.00	\$.00	\$.00	0	0
Q684851	\$.00	\$.00	\$.00	\$.00	7	0
Q685535	\$.00	\$.00	\$.00	\$.00	1	0
TOTAL	\$2,190,403,940.00	\$883,312,997.00	\$1,168,148,298.00	\$2,026,731,339.00	586,832	139,114

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMB015A	Obligation/Line Item Control Register.
DATE	Report date (YYMMDD).
PAGE	Page number.
AS OF DATE	Date of last actions included on this report (YYMMDD).
RGS	The Reading Group Specialist Code identifying the individual who input the data totals for each of the report lines.
OBLIGATION AMOUNT	Obligation Amount is the amount stated on a contract, call, or order by appropriation, which a Government agency will eventually disburse for goods or services.
ARMY	The total Obligated Amounts for all Army contracts, calls, or orders input by each applicable RGS.
AIR FORCE	The total Obligated Amounts for all Air Force contracts, call, or orders input by each applicable RGS.
DLA	The total Obligated Amounts for all DLA contracts, calls, or orders input by each applicable RGS.
NAVY	The total Obligated Amounts for all Navy contracts, calls, or orders input by each applicable RGS.
LINE ITEM	This section shows the total quantity on order and total quantity schedules as described below.
ON ORDER	The total quantity of items on order on each contract, call, or order for all services input by each applicable RGS.
SCHEDULE	The total Delivery Schedule quantity for each contract, call, or order for all services input by each applicable RGS.

16.72 UNMC050A - UPDATED CONTRACTS BY TD

a. Data Summary

PURPOSE:	To serve as an inventory of all new contracts and all contracts for which corrections/modifications were applied during the cycle.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Break occurs when the page is full.

b. Sample Report

16-1-463

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC050A	Updated Contracts by Terminal Digit (TD) Format Code.
DATE	Date of report (YYMMDD).
PAGE	Page number.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number is a number used in conjunction with the basic PIIN to identify: (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).
CAO CODE	Contract Administration Office Organization Code of the office responsible for administering the contract. (An asterisk will appear after the ORG CD to denote contracts existing prior to DBMS Phase II implementation. The asterisk will alert the user that this was a converted contract and all data elements may not be available.)
AS OF	Date of last action against contract, call or order.
CONTRACT DATA	Contract Data section.
PN	Contract Administration Reporting Part Number Code relates to the CAR part A, B, C, or D (each requiring different levels of contract administration) that this contract has been assigned.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SN	Contract Administration Reporting Section Number is a code assigned to a PIIN that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 15, appendix 11 of this manual.
AC	Contract Assignment Code depicting the type of administrative responsibility assigned to a contract.
	<u>CODE</u>
	G - Disbursement Only P - Primary Administration S - Support Administration of Prime Contracts T - Support Administration for Subcontracting
ACO	The Administrative Contracting Officer assigned identification code.
IS/PCC	A locally assigned code identifying a specific Industrial Specialist or Progress Control Element to whom the contract is assigned for surveillance.
PA	A locally assigned code identifying a specific Property Administrator responsible for administering any property applicable to a contract.
CAGE	Commercial and Government Entity (CAGE) Code assigned to identify each contractor separately.
CONTR FACIL	The identity code of the facility at which the work is to be performed. When more than one facility will be involved in performing the contract, a 9 will appear in this field.
TYPE CONTR	The classification of contractors in accordance with the DAR. For a list of the codes and explanations see part 15, appendix 7 of this manual.
CNTR NAME	In-The-Clear Contractors name.
CITY	Contractor's Address.
STATE	
ZIP CODE	

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ADMIN BY responsible	DoDAAD Code of the organization for administering the contract.
ISSUED BY	DoDAAD Code of the office submitting the contract data.
CA FUNCTIONS	Contract Administration functional limits indicates that partial administration responsibilities have been assigned to the DCMD. For a list of the codes and explanations see part 15, appendix 21 of this manual.
BA	Buying Activity.
DEPARTMENT CODE	A code used for Service agency designation. A list of the Department Codes are contained in part 15, appendix 6 of this manual.
CONTRACT KIND	Kind of Contract reflects the basic intent of the contract such as procurement of supplies, research etc. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
CONTRACT TYPE	Type of Contract identifies the specific kind of contract pricing provisions. A list of the codes and explanations are contained in part 15, appendix 9 of this manual.
SECURITY CLASS	Security Classification used to show if a security classification has been assigned to the procurement instrument. The field will be Coded C if the documents are classified or Coded U if not classified.
UNIL CODE	Unilateral Contracts/Purchase Orders are characterized by the absence of the contractor's signature. Will be Coded U when a UNIL applies; otherwise, will be blank.
COMM CODE	Commodity Code designates a grouping of supplies, construction or other services with QA responsibilities. A listing of the codes and explanations are contained in part 15, appendix 2 of this manual.

REPORT ELEMENTELEMENT DESCRIPTION

DMS RATE

Defense Material System Rating. The DMS requires prime contractors of Defense Agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DMS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS rating codes are contained in part 15, appendix 16 of this manual.

CRIT DSGN

Criticality Designator Code. Designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 15, appendix 27 of this manual.

PROD SURV

Production Surveillance Code identifies the degree of progress surveillance to be performed by the Contract Administration Services activity. The category codes are normally assigned based on the urgency, priority, price of the procurement, or the contractor performance history. A list of the PS Codes and explanation are contained in part 15, appendix 18 of this manual.

I/A

Inspection/Acceptance F.O.B. Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15, appendix 23 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NOUN	Represents the first 11 positions of the name and/or description of the item being procured.
EFF DATE	Effective date or order date (YYMMDD).
SIGN DATE	Signature date (YYMMDD).
RECV DATE	Date the procurement instrument was received at the DCMD (YYMMDD).
PROCESSED DATE	The date the contract data was processed into the system.
PAYG OFC	The DoDAAD Code of the paying office.
PAYG OFC	DoDAAD Code of the office authorized to make payment.
FINAL DELIVERY	Final Delivery Schedule Date represents the latest date on file for the contract to be completed (YYMMDD).
FINAL ACCEPTANCE	The date on which the final line item or increment of shipment was delivered (YYMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMDD). It is computed from the physical completion date as follows: (1) FP unilateral contract value under \$10,000 - three months; (2) all other fixed price contracts except (1) above - six months; (3) all other contract types - 20 months.
EST CLOSING	Estimated date (YYMMDD) contracts will be closed if contract closure is expected to be delayed beyond the overage date.
FINAL PAYMENT	The date of the voucher reflecting final payment of the contract (YYMMDD).
FINAL VOUCHER	The final payment voucher number.
FINAL SHIPMENT	The date the contractor made final shipment on the contract (YYMMDD).
PHYS COMPLETION	The date when the contract moves from CAR section 1 to CAR section 2 (YYMMDD).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CLOSED	The date the contract moved to section 5 (YYMMDD).
TOTAL AMOUNT	The face value of the contract in dollars and cents. If no OF CONTRACT costs are involved the field will be zero filled.
TOTAL OBLIGATION	The amount stated at a contract or call/order level by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ODO OBLIG	The amount for a contract call/order that Other Disbursing Offices have obligated.
UNLIQ OBLIG	The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
UNLIQ PROGRESS PAYMENT	The total unrecouped progress payments made to the contractor or subcontractor.
CONTRACT PROVISIONS	Contract Provisions section of the abstract.
DISCOUNT TERMS	Discount terms offered by the contractor for payments made within stated periods.
%	First discount percentage (if offered by the contractor).
DAY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DAY	Second discount period in days.
NET	Net discount days.
OTH	Other terms offered by the contractor.
PROGRESS PAYMENT	Work-In-Progress Ceiling Percentage is the percentage factor used to determine the maximum total amount payable as progress payments. When no percentage is specified, use 85% except for contracts with small businesses, use 90%.
US PAY	U.S. Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for U.S. requirements.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
US RECOUP	U.S. Work-In-Progress Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted. When no percentage is stated, use 85%, except for small businesses, use 90%.
FMS PAY	Foreign Military Sales Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for FMS requirements.
FMS RECOUP	Foreign Military Sales WIP Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted. When no percentage is stated, use 90% except for small businesses, use 95%.
QTY VAR O/R	Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity.
QTY VAR U/R	Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.
WITHHOLD DATA	If coded, payment will be withheld due to delay in receipt of technical data.
WITHHOLD NSP	If coded, payment will be withheld until receipt of all not-separately-priced line items.
A/A/A CERT	AFO, Auditor, or ACO Approval indicates a requirement for contractor certification of precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification. For a list of the codes and explanations see part 15, appendix 33 of this manual.
MAN REV	Mandatory Review of the contract is a required action by the Voucher Examiner for certain types of contracts to determine payment entitlements. For a list of the codes and explanations see part 15, appendix 34 of this manual.

REPORT ELEMENT

ELEMENT DESCRIPTION

FOB MIN

F.O.B. Origin/Minimum Size of Shipment. This clause of the contract states that the contractor will make shipment in carload or truckload lots in accordance with the delivery schedule. Failure to comply will result in the contractor becoming liable for the increased costs of shipping.

CODE

Blank - F.O.B. Origin/Minimum Size of Shipment clause is not applicable to specified contract.

F - F.O.B. Origin/Minimum Size of Shipment clause is applicable to specified contract.

FOB ESR

F.O.B. Destination/Evidence of Shipment required. This clause states that the contractor will: (1) provide delivery of goods to the destination site at no additional cost to the Government, and (2) attach to this invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract.

CODE

Blank - F.O.B. Destination/Evidence of Shipment clause is not applicable to specified contract.

T - F.O.B. Origin/Minimum Size of Shipment clause is applicable to specified contract.

PKG CHG

Packaging Charges authorized is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.

CODE

Blank - Contractor is not authorized to bill for packaging and handling as separate item on invoice.

P - Contractor is authorized to bill for packaging and handling as a separate item on invoice.

REPORT ELEMENT

ELEMENT DESCRIPTION

VE

Value Engineering Clause Indicator is an indication as to whether an award contains a value engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.

CODE

V - Contract includes VE incentive clause.

Y - Contract includes VE program or both incentive and program clauses.

Blank - No VE incentive or progress clauses.

TRNS CHG

Transportation Freight Charges authorized is used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.

CODE

F - Transportation Freight Charges authorized by CLIN or sub-CLIN on the contract.

Y - Transportation Freight Charges authorized by special provision of the contract.

P - Parcel Post charges are authorized.

GMSW

Guaranteed Maximum Shipping Weight/Dimension clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clauses are applicable; otherwise, will be blank.

LIQ DMG

Liquidated Damages charges authorized will be blank if the clause does not apply. See part 15, appendix 35 of this manual, for a list of the codes and explanations.

REPORT ELEMENTELEMENT DESCRIPTION

PAT RTS

Patent/Royalty/Technical Data Required when there is a requirement for contractor to submit a patent, royalty, or technical data clearance certificate upon completion of contract. For a list of the codes and explanations see part 15, appendix 36 of this manual.

SPEC TOOL

Special Tooling. Unique tooling for which the Government acquires full rights under a contract when other than a line item of the contract. If the Special Tooling clause is applicable, the field will be Coded S; otherwise, it will be blank.

ADV PAY

Advance Payment Authorized indicates advance payment can be made to prime contractors or by prime contractors to subcontractors or suppliers prior to, in anticipation of, and for the purpose of complete performance under a contract.

HC RCPT

Hard Copy Receipt Indicator indicates receipt or nonreceipt of hard copy contractual documents for which abstract data has been entered into the system from remote terminals.

CODE

A - Awaiting receipt of the hard copy of the contractual document.

R - The hard copy of the contractual document has been received.

FAPPS STATUS

First Article/Pre-Production Sample when coded FAPPS DATE will show a First Article requirement. If Coded A in the status the First Article Test is complete and the date represents the date of Government acceptance. If Coded F in the status, the First Article requirements have not yet been completed and the date represents the due date for accomplishment. If there are no first article requirements on the contract, these fields will be blank.

IBOP

International Balance of Payments.

REPORT ELEMENTELEMENT DESCRIPTION

%

IBOP Percentage is the conversion rate of U.S. currency to foreign currency. If there is an IBOP percentage clause in the contract, the field will be Coded P; otherwise, will be blank.

CC

Country Code identifying the territory or nation in which payment will be addressed to the contractor. See part 15, appendix 24 of this manual for the current list of assigned Country Codes.

I

IBOP Indicator will be Coded K if an IBOP clause is applicable on this contract; otherwise, will be blank.

CT

IBOP Supplemental Payment Category Codes. See part 15, appendix 37 of this manual for the codes and their explanations.

CUR

Payment Currency is the currency that will be used to pay the contract.

N/A

Name and Address Indicator will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.

CODE

Blank - Alternate Payee is Not Applicable

R - Contractor Remittance Address

N - Notice of Assignment

C - Canadian Commercial Corporation

REMIT ADDRESS

Contractor's Remittance Address is the Commercial and Government Entity (CAGE) Code where the contractor desires payments to be made.

FEE AMOUNT

The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
COST AMOUNT	The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or Auditor in accordance with the terms of the contract.
CONTRACT REMARKS SECTION	
SPECIAL CONTRACT PROVISIONS	A code followed by the related In-The-Clear message(s) identifying certain contract provisions which require specialized attention and handling.
NON CLIN/ELIN PROVISIONS	A code followed by the related In-The-Clear message(s) of requirements expressing contractor responsibilities not directly involving performance on the supplies line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect.
NAR 9	A code followed by the related In-The-Clear message(s) of standard ACO Remarks used to indicate the presence of contract clauses and other contract administration requirements.
NAR 1	NAR 1 section is used with support (secondary) administration assigned subcontractors and Small Business (SBA) (8A) Contracts.
PRIME CONTR PIIN	Prime Contractor PIIN.
PRIME CONTR SPIIN	Prime Contractor SPIIN.
UPPER TIER CONTR NAME	The primary contractor for the support contract.
UPPER TIER CONTR ADDR	The primary contractor's address.
NAR 2	NAR 2 section is used only on those contracts assigned for prime administration which are physically complete and are being reported to section 2.
PHYSICAL COMPLETION	The date on which the contractor has completed all deliveries and acceptance has been made (YYMMDD).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FINAL ACCEPTANCE	The date on which the final items on a contract will be completed (YYMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows: (1) FP unilateral contract value under \$10,000 - three months; (2) all other fixed-price contracts except (1) above - six months; (3) all other contract types - 20 months.
ESTIMATED CLOSING	Estimated date contract will be closed if the contract closure is expected to be delayed beyond the overage date.
REASON CODES	Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 15, appendix 23 of this manual.
NAR 3	NAR 3 section is used to report data on dormant contracts.
FIRST SHOWN	The date a contract first appeared in section 3 of the CAR.
REASON CODES	Code(s) indicating the reason the contract is dormant. For a list of the codes and explanations see part 15, appendix 39 of this manual.
REASON FOR DORMANCY	In-The-Clear remarks relative to the Dormancy Reason Code.
NAR 4	NAR 4 section is reserved for use by the Finance Office in conjunction with its responsibility for the CAR.
FIRST SHOWN	The date a contract first appeared in section 4 of the CAR.
DS&FM REMARKS	In-The-Clear remark explaining the reason(s) the contract was included in CAR section 4.
NAR 5, 6, AND 7 ACO UNCODED REMARKS	NAR 5, 6 and 7 sections are used as unrestricted uncoded data input by the ACOs and to portray functional limitations.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NAR 8	NAR 8 section is reserved for use by production when submitting DD Form 375-2 and DD Form 375-5 data containing forecasted delivery schedule data for a delinquent contract.
NAR 8 FREE FORMAT	NAR 8 section Free Format is generated when F is entered on the indicator code.
ACO REMARKS	In-The-clear remarks.
NAR 8 FIXED FORMAT	NAR 8 section Fixed Format is generated when an S is entered on the indicator code.
TYPE DOC	Type of Document being used to identify delinquent contract, as follows: <ul style="list-style-type: none"> 2 - DD Form 375-2 5 - DD Form 375-5 L - Letter M - Message
DT FWRD	Date the report was forwarded to the PCO (YYMMDD).
DT DELINQ	The date on which performance under a contract became overdue (YYMMDD).
RSN FOR DELAY	Reason for Delay Codes. See part 15, appendix 25 of this manual for a list of the codes and explanations.
FRCST DT	Forecast date represents a new estimated completion date when there is a delay in the contract completion (YYMMDD).
KNEW DATE	Date on which the Industrial Specialist became aware that the contractor would not deliver on time.
ACO UNCODED REMARKS	In-The-Clear Uncoded Remarks relating to the contract delinquency.

16.73 UNMC050B - UPDATED CONTRACTS BY ORGANIZATION

a. Data Summary

PURPOSE:	To serve as an inventory of all new contracts and all contracts for which modifications and/or corrections were applied during the cycle. This inventory of contracts is printed by CAO Code.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	Page break is by CAO Code and when page is full.

b. Sample Report

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC050B	Updated Contracts by Organization Format Code.

NOTE: All remaining report elements are identical to the Updated Contracts by TD - UNMC050A Report. For a description of each report element, see UNMC050A Report Element Descriptions.

16.74 UNMC050C - NEW CONTRACT MASTERS REPORT

a. Data Summary

PURPOSE:	To identify new contracts which met the validation criteria and were entered into the system.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Organization Code/Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number.
PAGE BREAK:	Breaks occur when the page is full.
TOTALS:	Number of contracts (PIIN/SPIIN) per Organization Code
ADDITIONAL INFORMATION:	The report is produced daily. If there are no new contracts input into the system during the cycle, a negative report is generated.

b. Sample Report

[illegible]

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC050C	New Contract Masters Report Format Code.
NOTE: All remaining report elements are identical to the Updated Contracts by TD - UNMC050A Report. For a description of each report element see UNMC050A Report Element Descriptions.	

16.75 UNMC070A - CONTRACTOR DOCUMENT BACKLOG LIST

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Modification Number
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog and Total Number of Documents in Backlog

b. Sample Report

PAGE 19

CAO CODE Z

DATE 95 DEC 07

REPORT NUMBER UNMCO70A

CONTRACTUAL DOCUMENT BACKLOG LIST

AS OF 95 DEC 07

ID	MSG	BACKLOG	ALERT	PI	IN	CALL	MOD	CAD	LAST	PROCESSED	NBR	AGE	STATUS	OVRAGE	DTE	NOTIF	ACTION	TAKEN	HARD COPY		
																				RECEIPT	
C0000001	99	CONTR	OVER 2	DAYS	N00014	90	C2190	GB	95	SEP 01	95	SEP 14	0	65							
	99	WAITING	HARD COPY	DLA770	93	MXG90		GB	93	AUG 09	93	SEP 15	5	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	WAITING	HARD COPY	DLA740	93	M1290		GB	93	JUL 31	93	SEP 15	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
C0000001	99	CONTR	OVER 2	DAYS	N00014	90	C2191	YH	95	JUL 31	94	AUG 01	0	341							
	99	CONTR	OVER 2	DAYS	N00014	90	C2191	YH	95	SEP 01	95	SEP 14	0	65							
	99	CONTR	OVER 2	DAYS	N00383	90	GB931	TZF7	GB	94	APR 05	94	APR 18	5	421	REJECTED	95	DEC 07	MAN	ING	REQ
C0000001	99	CONTR	OVER 2	DAYS	N00383	90	GB931	TZF7	GB	94	APR 05	94	APR 18	5	421	REJECTED	95	DEC 07	MAN	ING	REQ
	99	CONTR	OVER 2	DAYS	SF0900	90	GB931	TZF4	GB	94	APR 05	94	APR 18	5	421	REJECTED	95	DEC 07	MAN	ING	REQ
	99	CONTR	OVER 2	DAYS	SF0900	90	GB931	TZF4	GB	94	APR 06	94	APR 18	5	421	REJECTED	95	DEC 07	MAN	ING	REQ
C0000001	99	CONTR	OVER 2	DAYS	SF0900	90	GB931	TZF6	GB	94	APR 06	94	APR 18	5	421	REJECTED	95	DEC 07	MAN	ING	REQ
	99	WAITING	HARD COPY	DLA770	93	MXG91		GB	93	JUL 31	93	SEP 15	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	WAITING	HARD COPY	DLA740	93	M1291		YC	93	JUL 31	93	SEP 15	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
C0000001	99	CONTR	OVER 2	DAYS	SF0450	95	C0592	GD	95	OCT 30	95	OCT 30	1	26							
	99	CONTR	OVER 2	DAYS	DLA451	93	MLN293	GB	93	APR 08	93	APR 08	1	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	WAITING	HARD COPY	DLA900	93	MXG91		YC	93	AUG 12	93	AUG 12	2	41							
C0000001	99	CONTR	OVER 2	DAYS	SF0760	95	M0393	GB	95	OCT 07	95	OCT 30	2	41							
	99	WAITING	HARD COPY	N00104	93	P8193		YC	93	AUG 05	93	AUG 06	1	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	WAITING	HARD COPY	DLA760	93	C1594		GB	92	DEC 01	92	DEC 01	0	60							
C0000001	99	WAITING	HARD COPY	DLA120	91	D4394		YL	35	SEP 11	95	SEP 14	0	60							
	99	CONTR	OVER 2	DAYS	SF4601	95	C0095	YH	95	APR 06	95	SEP 15	0	83							
	99	CONTR	OVER 2	DAYS	N00014	90	C2195	GB	93	APR 06	93	APR 06	6	999	ACCEPTED	95	DEC 07	MAN	ING	REQ	
C0000001	99	WAITING	HARD COPY	DLA590	93	MG9A95		GB	93	AUG 09	93	SEP 15	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	CONTR	OVER 2	DAYS	DLA451	93	MXH695	GB	95	AUG 08	95	SEP 15	0	83							
	99	CONTR	OVER 2	DAYS	N00104	92	P2295	GB	95	AUG 08	95	SEP 15	0	83							
C0000001	99	CONTR	OVER 3	DAYS	N60921	93	D1496	YS	94	APR 19	94	APR 19	0	412							
	99	MOD	OVER 3	DAYS	N60921	93	D1496	YS	94	APR 19	94	APR 20	0	412							
	99	MOD	OVER 3	DAYS	N60921	93	D1496	YS	94	APR 19	94	APR 20	0	412							
C0000001	99	CONTR	OVER 2	DAYS	N00383	94	MC196	GN	94	AUG 22	94	AUG 19	0	325							
	99	CONTR	OVER 2	DAYS	N00383	94	MC196	GN	94	AUG 22	94	AUG 19	0	325							
	99	WAITING	HARD COPY	DLA750	93	MD196		GB	93	AUG 05	93	AUG 06	1	999	REJECTED	95	DEC 07	MAN	ING	REQ	
C0000001	99	WAITING	HARD COPY	DLA500	93	W4297		GB	93	APR 06	93	APR 06	1	999	ACCEPTED	95	DEC 07	MAN	ING	REQ	
	99	CONTR	OVER 2	DAYS	DLA700	93	DC198	GB	94	OCT 13	94	OCT 13	0	289							
	99	CONTR	OVER 2	DAYS	DLA700	93	DC198	GB	94	OCT 13	94	OCT 13	0	289							
C0000001	99	CONTR	OVER 2	DAYS	SF0100	96	F0908	YD	95	NOV 01	95	NOV 01	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	WAITING	HARD COPY	DLA760	93	HH998		GB	93	JUL 31	93	SEP 15	6	999	REJECTED	95	DEC 07	MAN	ING	REQ	
	99	CONTR	OVER 2	DAYS	DLA590	95	MD999	GB	94	AUG 22	94	SEP 02	0	325							
C0000001	99	WAITING	HARD COPY	DLA451	92	MU999	GB	92	AUG 10	92	AUG 10	0	999	ACCEPTED	95	DEC 07	MAN	ING	REQ		
	99	CONTR	OVER 2	DAYS	N00104	94	MXC99	GB	93	AUG 28	94	MAR 29	0	428							
	99	WAITING	HARD COPY	DLA770	93	MXG99		GB	93	AUG 09	93	SEP 15	5	999	REJECTED	95	DEC 07	MAN	ING	REQ	

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC070A	Contractual Document Backlog List Format Code.
DATE	Report date (YYMMDD).
PAGE	Page number.
AS OF DATE	Date of last actions included on this report (YYMMDD).
RGS	Reading Group Specialist Code identifies the individual responsible for inputting the data.
BACKLOG ALERT	<p>Short message explaining some information about the contractual document, as follows:</p> <ul style="list-style-type: none"> a. ZERO AGED (documents were input in the current cycle). b. WAITING HARD COPY. (The contractual document has not been received by the Finance Office. Upon receipt of the hard copy document, this indicator will not change until the contract number is reentered into the data base by Job Name UNAADE40. Followup to PCO for hard copy document). c. MOD OVER 3 DAYS (on hand over 3 days). d. CONTRACT OVER 2 DAYS (on hand over 2 days). e. Blank - All other conditions.
PIIN	Procurement Instrument Identification Number (the contract number).
CALL	Call number (if applicable).
MOD NUMBER	Modification number (if applicable).
CAO ORG	The Contract Administration Office Organization Code having administrative responsibility over the contractual document.
RECEIVED	Date the contractual document was received (YYMMDD).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
LAST PROCESSED	Date the contractual document was last attempted to accomplish abstract processing onto the data base.
NBR REJ	The number of times the contractual document was attempted to process and was rejected. This number will be <u>X</u> overpunched when the document is in accepted status.
AGE	Elapsed work days since receipt to process the document.
STATUS	Either will list ACCEPTED (was processed), REJECTED (suspended) or blank (action not yet taken to process) as the contractual documents current status. (Note: This only applies to MILSCAP documents.)
OVERAGE DTE NOTIF	Date at which automatic followup occurs when hard copy has not yet been received (days for this process - locally established).
ACTION TAKEN	Will state either MAN INQ REQ (Manual Inquiry Required) or AUTO INQ PROC (Automatic Inquiry Process).
HARD COPY RECEIPT	The hard copy received date (YYMMDD). If not received will be blank. (The date is generated when the contract number is entered into the data base by Job Name UNAADE40.)
TOTAL CONTRACTS	The total number of contracts in backlog status.
TOTAL MODIFICATIONS	The total number of modifications in backlog status.
TOTAL BACKLOG	The total number of contracts and modifications in backlog status.

16.76 UNMC080A - CONTRACTUAL DOCUMENT BACKLOG LIST BY DEPARTMENT

a. Data Summary

PURPOSE:	To identify by department, all contractual documents received that have not been processed into the system that are greater than five days old.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	Department Code/Procurement Instrument Identification Number/Supplemental Procurement Instrument Identification Number
PAGE BREAK:	Occurs under the following conditions: a. Change in Department. b. When page is full.
TOTALS:	Total number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.76 UNMC080A - CONTRACTUAL DOCUMENT BACKLOG LIST BY DEPARTMENT
(CONT'D)

b. Sample Report

REPORT NUMBER UNMC070A	DATE 95 DEC 07	CAO CODE Z	PAGE	20
CONTRACTUAL DOCUMENT BACKLOG LIST				
AS OF 95 DEC 07				
LOCAL CONTRACTS	12			
MILSCAP CONTRACTS	26			
	38			7
LOCAL MODIFICATIONS	3			
MILSCAP MODIFICATIONS	0			
	3			0
CAO LOCAL CONTRACTS	134			
CAO MILSCAP CONTRACTS	368			
	502			172
CAO LOCAL MODIFICATIONS	57			
CAO MILSCAP MODIFICATIONS	20			
	77			0
CAO LOCAL BACKLOG	191			
CAO MILSCAP BACKLOG	388			
TOTAL CAO BACKLOG	579			172

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC080A	Contractual Document List by Department Format Code.

NOTE: All remaining elements on this report are identical to the Contractual Document Backlog List - UNMC070A except UNMC080A summarizes by Department Code. For a description of each report element, see the Report Element Descriptions for UNMC070A.

16.77 UNMC090A - CONTRACT LABELS

a. Data Summary

PURPOSE:	To serve as the identification tags, used by the FCC Control Area, in establishing the Finance Office Contract Files.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Special Gummed Paper
SORT SEQUENCE:	Reading Group Specialist Code/Procurement Instrument Identification Number/ Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.
ADDITIONAL INFORMATION:	The printed labels are generated for new contracts, reopened contracts and corrections based on a change to the Contractor's Code. The labels reflect the contract number, contractor's name, and RGS Code.

16.77 UNMC090A - CONTRACT LABELS (CONT'D)

b. Sample Report

DLA750 93 M0618 MAR MACHINE PRODUCTS INC	DLA750 93 M0618 MAR MACHINE PRODUCTS INC	DLA750 93 M0618 MAR MACHINE PRODUCTS INC
99	99	99
DLA900 93 M1723 ANDREW CORP	DLA900 93 M1723 ANDREW CORP	DLA900 93 M1723 ANDREW CORP
99	99	99
DLA920 93 M0303 MICRO SWITCH	DLA920 93 M0303 MICRO SWITCH	DLA920 93 M0303 MICRO SWITCH
99	99	99
DLA900 93 M0628 STEWART-WARNER CORP	DLA900 93 M0628 STEWART-WARNER CORP	DLA900 93 M0628 STEWART-WARNER CORP
99	99	99
DLA770 93 M0629 TRI-STATE HOSE AND FITT	DLA770 93 M0629 TRI-STATE HOSE AND FITT	DLA770 93 M0629 TRI-STATE HOSE AND FITT
99	99	99
DLA770 93 M0644 TRI-STATE HOSE AND FITT	DLA770 93 M0644 TRI-STATE HOSE AND FITT	DLA770 93 M0644 TRI-STATE HOSE AND FITT
99	99	99
DLA760 93 M1551 ARCOX CORP	DLA760 93 M1551 ARCOX CORP	DLA760 93 M1551 ARCOX CORP
99	99	99
F09803 92 G0062 UD25 HONEYWELL INC	F09803 92 G0062 UD25 HONEYWELL INC	F09803 92 G0062 UD25 HONEYWELL INC
99	99	99
DLA120 93 F4565 HYDROX CHEMICAL CO INC	DLA120 93 F4565 HYDROX CHEMICAL CO INC	DLA120 93 F4565 HYDROX CHEMICAL CO INC
99	99	99
DLA750 93 M0628 OUTBOARD MARINE CORP	DLA750 93 M0628 OUTBOARD MARINE CORP	DLA750 93 M0628 OUTBOARD MARINE CORP
99	99	99
DLA900 93 M1771 DALE ELECTRONICS INC	DLA900 93 M1771 DALE ELECTRONICS INC	DLA900 93 M1771 DALE ELECTRONICS INC

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC090A	Contract Labels Report.
RGS	Reading Group Specialist Code identifying the individual who input the data.
PIIN	Procurement Instrument Identification Number (the contract number).
CONTRACTOR NAME	Self-explanatory.

16.78 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR

a. Data Summary

PURPOSE:	To serve as an inventory of all contractors within a District, arranged in alphabetical sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQ/RETENTION:	Monthly - Retained until replaced by subsequent report.
SORT SEQUENCE:	By Contractor, Alphabetical Order
PAGE BREAK:	The page break occurs when the page is full.
ADDITIONAL INFO:	Every two weeks, Report UNMC100A or UNMC100C (depending on which report the user wants) is printed during the production cycle.

16.78 UNMC100A - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR
(CONT'D)

b. Sample Report

REPORT NUMBER UNMC100A		DATE 30 AUG 12		PAGE 030		AS OF 09 09 93												
MASTER CONTRACTOR FILE REFERENCE LIST - BY CONTRACTOR																		
FSCM	CAO	CONTRACTOR NAME	STREET ADDRESS	TSC	PE	QA	CD	FTC	CC	QAR	CITY	DOORAD	STATE	ZIP	ACC	IS	PCO	PA
92368	GB	WALKER PROCESS EQUIPMENT	840 N RUSSELL AVE	840	N	RUSSELL AVE					AURORA	IL 60503-2820	GB	BYD	GTN			GB5
21997	GB	WALKER STAINLESS EQUIP	600 STATE ST	600	N	STATE ST					NEW LIBERTY	IL 60553-1015	GB	BYD	GTN			GB2
85049	GB	WALL STREET JOURNAL	400 ALEXIS R SHUMAN BLVD	400	N	ALEXIS R SHUMAN BLVD					NAPERVILLE	IL 60566	GB	BYD	GTN			GB6
14295	GB	WALLACE AND CO	P O BOX 10009	P O	N	BOX 10009					SOUTH BEND	IN 46880	GB	BYD	GTN			GB7
04601	GB	WALLACE COAST MACHINERY CO	2151 MADISON STREET	2151	N	MADISON STREET					BELLWOOD	IL 60704-1922	GB	BYD	GTN			GB8
46182	GB	WALLACE-MURRAY CORP	2403 S 31 ST	2403	S	31 ST					ELWOOD	IN 46036-2403	GB	BYD	GTN			GB9
15222	GB	WALLACE-MURRAY CORP	400 S WYMAN ST	400	S	WYMAN ST					ROCKFORD	IL 61103-1010	GB	BYD	GTN			GB10
74831	GB	WALLACE-MURRAY CORP	2108 N MATCHER AVE	2108	N	MATCHER AVE					CHICAGO	IL 60625-0422	GB	BYD	GTN			GB11
63629	GB	WALLACE-MASKIN CORP	1300 W DIVERSEY PKY	1300	W	DIVERSEY PKY					CHICAGO	IL 60614-1510	GB	BYD	GTN			GB12
59684	GB	WALLER PRODUCTS CO	1505 E 2ND AVE	1505	E	2ND AVE					CHICAGO	IL 60611-0502	GB	BYD	GTN			GB13
80354	GB	WALLERSTEIN CO	6301 LINCOLN AVE	6301	N	LINCOLN AVE					MORTON GROVE	IL 60053-2854	GB	BYD	GTN			GB14
21318	GB	WALPAK CO	50 W CARPENTER RD	50	W	CARPENTER RD					WHEELING	IL 60090-6006	GB	BYD	GTN			GB15
40329	VT	WALTEK INC	14010 SUNFISH LAKE BLVD	14010	N	SUNFISH LAKE BLVD					ANDOVER	MA 01810-1401	GB	BYD	GTN			GB16
32723	GB	WALTER LOUIS CHEMICAL CO	311 CORNELL LN	311	N	CORNELL LN					ALGONQUIN	IL 60102-3146	GB	BYD	GTN			GB17
62015	YS	WALTER LOUIS CHEMICALS	530 S 5TH ST	530	S	5TH ST					QUINCY	IL 62301-4803	GB	BYD	GTN			GB18
21055	GB	WALTER E CO INC	340 N FRANKLIN P O 1429	340	N	FRANKLIN P O 1429					JANESVILLE	WI 53537	GB	BYD	GTN			GB19

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC100A	Master Contractor File Reference List - by Contractor Format.
DATE	Date of report (YYMMDD).
PAGE	Page number.
CAGE	Commercial and Government Entity Code. Code used to identify the contractor.
ORG	Contract Administration Office Organization Code of the office responsible for administering the Contract.
CONTRACTOR NAME	Self-explanatory.
CONTRACTOR ADDRESS STREET ADDRESS CITY STATE ZIP	Self-explanatory.
ACO	Administrative Contracting Officer Code.
IS	Industrial Specialist Code.
CMA	Contract Management Assistant Code.
PA	Property Administrator Code.
TYPE CONTR	Type of Contractor. The classification of the contractor as to size, etc. For a list of the codes and explanations, see part 1, chapter 5, appendix 2.7 of this manual.
QA ORG	Quality Organization Code of the assigned QA.
FTC	Facility Type Code.
CC	Commodity Code.
QAR	The Quality Assurance Representative Code.
CAO CD	Contract Administration Office Code. The DoDAAD Code of the CAO at which the requester is located.

REPORT ELEMENT

ELEMENT DESCRIPTION

TIN

TAXPAYER IDENTIFICATION NUMBER (9N) - This field should contain the nine position TIN which is a SSN issued by the Social Security Administration or an employer identification number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.

CSC

CORPORATE STATUS CODE (1A) - This field should contain a one position code that designates the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.

16.79 UNMC100B - MASTER CONTRACTOR FILE REFERENCE

a. Data Summary

PURPOSE	To serve as an inventory of all contractors within a District, arranged in alphabetical sequence within CAO Code.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQ/RETENTION:	Monthly - Retained until a subsequent report is produced.
ADDITIONAL INFO:	Every two weeks, Report UNMC100B or UNMC100D (depending on user preference) is printed during the production cycle.
SORT SEQUENCE:	CAO Code/Contractor Name Alphabetical Sequence
PAGE BREAK:	Occurs when the page is full or when the CAO Code changes.

b. Sample Report

16-1-499

c. Report Element Description

All the report elements are the same as described for the UNMC100A.

16.80 UNMC100C - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR

a. Data Summary

PURPOSE:	To serve as an inventory of all contractors within a District who have at least one contract (open or closed) on either the MOCAS or QA MIS data base. Arranged in alphabetic sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQ/RETENTION:	Monthly - Retained until replaced by subsequent report.
ADDITIONAL INFO:	Every two weeks, Report UNMC100A or UNMC100C (depending on user preference) is printed during the production cycle.
SORT SEQUENCE:	Alphabetical order by contractor.
PAGE BREAK:	The page break occurs when the page is full.

16.80 UNMC100C - MASTER CONTRACTOR FILE REFERENCE LIST BY CONTRACTOR
(CONT'D)

b. Sample Report

c. Report Element Description

All the report elements are the same as described for the UNMC100A.

16.81 UNMC100D - MASTER CONTRACTOR FILE REFERENCE

a. Data Summary

PURPOSE:	To serve as an inventory of all contractors with at least one contract (open or closed) on either the prime MOCAS data base or the QAMIS database within a District, arranged in alphabetical sequence by CAO.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQ/RETENTION:	Monthly - Retained until a subsequent report is produced.
ADDITIONAL INFO:	Every two weeks, Report UNMC100B or UNMC100D (depending on user preference) is printed during the production cycle.
SORT SEQUENCE:	CAO Code/Contractor Name Alphabetical Sequence
PAGE BREAK:	Occurs when the page is full or when the CAO Code changes.

16.81 UNMC100D - MASTER CONTRACTOR FILE REFERENCE (CONT'D)

b. Sample Report

c. Report Element Description

All the report elements are the same as described for the UNMC100A.

16.82 UNMC140A - DD FORM 250 RECYCLING AWAITING ACTION

a. Data Summary

PURPOSE: A listing of delivery transactions containing acceptable errors and the matching master records contained in the data base. This data is used when determining if the input transaction requires correction or if the data base will/should be updated to match delivery transaction.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - Optional

SORT SEQUENCE: Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contractor Shipment Number/Contract Line Item Number

PAGE BREAKS: CAO

TOTALS: Unresolved line items on this report.
Unresolved DD Forms 250 on this report.
Transaction aging by days i.e., 1, 2, 3, 4, 5 through 9 and 10 or over. By error codes 308, 309, 312, 314, 318, 412, and other.

308 = Acceptance does not match data base.

309 = Unit of Measure does not match the data base.

312 = Transaction does not match data base on PIIN, SPIIN and CLIN.

314 = Transaction does not match data base on SHP2 and MRK4.

318 = Transaction does not match data base on MILSRTIP number.

412 = The acceptance site code input was not an acceptable structure.

Other = Combined total of other acceptable errors not listed above.

16-1-508

c. Report Element Description

All report elements are the same as described for the UNMC100A report.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC140A	DD Form 250 Recycling Awaiting Action.
DATE	Report date (YYYYMMDD).
CAO DATE	Contract Administration Office responsible for the contract.
PAGE	Page number.
REC-TYP	Type record being printed. SHPMT - Input Delivery Record. MSRT - Contract Line Item Record from Computer Data Base. SCHED - Contract Line Item Schedule Record from Computer Data Base.
PIIN	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a Contract, Basic Ordering Agreement or a Blanket Purchase Agreement.
SHP-NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position is either alpha or blank.
EI	Electronic Data Indicator - A one position alpha code which denotes that the shipment record appearing on this report was submit- ted electronically.
CLIN	Contract Line Item Number. Subline, Exhibit Line or Exhibit Subline used to identify the item or service being reported.
AC	Acceptance Code.

REPORT ELEMENTELEMENT DESCRIPTION

A = Input of an acceptance or shipment and acceptance when the acceptance site is at destination.

C = When Certificate of Conformance is the sole acceptance requirement.

D = Destination acceptance shipment which has not been accepted.

F = Fast Pay.

P = Any unsigned source acceptance DD Forms 250.

S = Source acceptance shipment.

NOTE: The record tagged master will only contain an S or a D.

UM

Unit of Measure. A two position alpha field depicting the purchase unit such as: EA = each, PT = pint, LB = pound, etc. A complete listing of codes with explanation are given in part 15, appendix 38 of this manual.

SHP-TO

A six position code depicting the Ship To address in the contract/shipping instruction. Cannot contain alpha I or O.

MRK-FOR

The ultimate destination of the item being delivered which is taken from the contract/shipping instruction. Cannot contain alpha I or O.

MILSTRIP NR

This field contains the first 14 positions and the suffix of the MILSTRIP Document Number.

POSITION

1-6 Must be a valid DoDAAC.

7 Must be numeric.

8-10 Must be 001-366.

11-14 Must be alphanumeric and filled.

15 Must be A-H, J-M, Q, T-W, 2-9 or blank.

I/A

The inspection acceptance code is a two position code used to identify the inspection and acceptance points. Part 15, appendix 28 of this manual contains a list of the codes and explanations.

ERROR MESSAGE	<u>EXPLANATION</u>	<u>CORRECTIVE ACTION REQUIRED</u>
	An error message which depicts the type of validation and data element that failed validation.	
	For the following errors, research and take corrective action(s) as follows:	
	Acceptance Code unmatched to acceptance code in Master Record	Determine proper acceptance code, by reference to the contract, and either change the Master LISSR record and/or delivery transaction. If necessary, request corrected DD Form 250.
	NQA/NQB unmatched to Master Records	<p>Determine reason for unmatched condition. Control Data consists of Procurement Instrument Identification Number, (PIIN)/ Supplemental Procurement Instrument Identification (SPIIN), Contract Line Item Number, CLIN)/Exhibit Line Item Number, (ELIN). There are four basic types of errors which can cause this error code.</p> <p>a. Incorrect DD Form 250. Return DD Forms 250 to contractor for correction.</p> <p>b. LISSR incorrect. Correct LISSR and resubmit DD Form 250.</p>

<u>EXPLANATION</u>	<u>CORRECTIVE ACTION REQUIRED</u>
	c. LISSR not yet established. Suspend the DD Form 250 until update of the applicable contract or modification.
	d. Input error. Resubmit transaction with correct data.
Unit of Measure is unmatched to Master Record.	Determine proper unit of measure by reference to the contract. Change LISSR Record, or change the delivery transaction, and resubmit. If necessary, secure corrected DD Form 250.
Invalid transactions which remain on the recycle file after corrections have been made (still appear on the DD Form 250 Recycling Awaiting Action Report the cycle after correction has been made) must be deleted using an NQD.	
ELAPSED	The number of days this transaction has been on the report.
TOTAL DD FORM 250	The number of DD Forms 250 listed on this report.
L/I	The number of Line Items listed on this report.
DAY GROUPS	The combined totals by age group.
1	
2	
3-4	
5-9	
10 AND OVER	

REPORT ELEMENTELEMENT DESCRIPTION

TOTALS BY ERROR TYPE

Combined totals by error code.

308

309

312

314

318

OTHER

16.83 UNMC140B - DISTRICT RECAP OF THE DD FORM 250 RECYCLING AWAITING

ACTION REPORT

a. Data Summary

PURPOSE:	A listing showing the aging of transaction on each CAOs DD Form 250 Recycling Awaiting Action Report with a regional rollup. It is used when evaluating how quickly CAOs resolve problems relating to DD Forms 250.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Optional
SORT SEQUENCE:	Contract Administration Office
TOTALS:	Rollup combining all CAOs

16.83 UNMC140B - DISTRICT RECAP OF THE DD FORM 250 RECYCLING AWAITING ACTION REPORT (CONT'D)

b. Sample Report

REPORT NUMBER UNMC140B		DATE 9J AUG 12													
REGION RECAP OF DD250 RECYCLING AWAITING ACTION															
CAO CODE	TOTAL DOC	TOTAL L/I	DAYS AGED-----							TOTAL TYPE ERROR CODES----					
			0	1	2	3-4	5-9	10-30	OVER	303	309	312	314	318	OTHER
GB	45	51	0	2	0	0	0	0	49	2	0	11	0	0	41
YG	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1
YH	58	64	0	0	0	0	0	0	64	10	0	33	1	0	29
YL	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1
	105	117	0	2	0	0	0	0	115	12	0	44	1	0	72

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC140B	District Recap of the DD Forms 250 Recycling Awaiting Action Report.
DATE	Report date (YYMMDD).
PAGE	Page number.
CAO CODE	The Contract Administration Office to which the statistics relate.
TOTAL DOC	The number of DD Forms 250 being reported about.
TOTAL L/I	The number of Line Items being reported about.
DAY GROUPS	The combined totals by age group.
1	
2	
3-4	
5-9	
10 AND OVER	
TOTAL TYPE ERROR CODES	Combined totals be error code.
308	
309	
312	
314	
318	
DISTRICT	Combined total for the district.

16.84 UNMC160A - MISSING PARTIAL SHIPMENTS OVER SEVEN DAYS OLD

a. Data Summary

PURPOSE:	Lists shipment number missing from sequential numbering after seven days have passed. It is used to assure that the contractor assign shipment numbers in sequence. The listing will be researched to determine if the condition is the result of valid missing partial shipment, an incorrect partial shipment previously processed or an invalid/reject condition causing a break in shipment number sequence. Missing/corrected DD Forms 250 will be requested of the contractor, incorrect previous partial shipments will be corrected or invalid/reject conditions will be rectified.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - 30 Days
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contractor Shipment Number
PAGE BREAK:	Contract Administration Office

16.84 UNMC160A - MISSING PARTIAL SHIPMENTS OVER SEVEN DAYS OLD (CONT'D)

b. Sample Report

REPORT NUMBER	UNMC160A	DATE	95 DEC 07	CAO CODE	YC	PAGE	0049	
MISSING PARTIAL SHIPMENTS OVER 7 DAYS OLD		THRU	SHIP NO.	DATE	CONTRACTOR NAME	CITY	STATE ZIP	
P.I.I.N.	CALL/ORDER	SHIP NO.	THRU	SHIP NO.	DATE	CONTRACTOR NAME	CITY	STATE ZIP
F0470190C0092	CRC0083	CRC0090	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0092	CRC0097	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0241	CRC0241	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0246	CRC0246	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0277	CRC0277	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0279	CRC0291	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0293	CRC0293	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0295	CRC0295	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0297	CRC0297	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0321	CRC0322	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0342	CRC0342	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0370	CRC0372	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0374	CRC0413	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		
F0470190C0092	CRC0415	CRC0415	93 JUL 22	ROCKWELL INTL CORP	CEDAR RAPIDS	IA 52498		

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC160A	Missing Partial Shipments Over 7 Days Old.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
PAGE	Page number.
PREPARED	Date (YYMMDD) the report was prepared.
PIIN	Procurement Instrument Identification Number. The contract number.
CALL/ORDER	Supplementary Procurement Instrument Identification Number. A four position number identifying an order on a Basic Ordering Agreement or a Blanket Ordering Agreement.
SHIP NO	Contractor Shipment Number. The first contractor shipment number out of sequence.
THRU	Self-explanatory.
SHIP NO	Contractor Shipment Number. The highest missing contractor shipment number.
DATE	The date (YYMMDD) a shipment was processed which disclosed a missing shipment.
CONTRACTOR NAME	Prime Contractor's Name
CITY	City where contractor is located.
STATE	State where contractor is located.
ZIP	Posted ZIP Code of contractor.
DATE	The date (YYMMDD) a shipment was processed which disclosed a missing shipment.

16.85 UNMC180A - ELAPSED TIME REQUIRED TO PROCESS DELIVERY DOCUMENT BY

CONTRACTOR

a. Data Summary

PURPOSE:	Measure the contractor's efficiency in making delivery document distribution to the cognizant Contract Administration Office.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Weekly - Optional
SORT SEQUENCE:	Contract Administration Office/Contractor Name Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contractor Shipment Number
PAGE BREAK:	Contractor Sequence Number
TOTAL:	Number of DD Forms 250 processed for that contractor sequence number.

16.85 UNMC180A - ELAPSED TIME REQUIRED TO PROCESS DELIVERY DOCUMENT BY
CONTRACTOR (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC180A	Elapsed Time Required to Process Delivery Documents by Contractor.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
PAGE	Page number.
DATE	Report cutoff date.
CAGE	A Commercial and Government Entity (CAGE) Code five digit numeric code assigned to manufacturers and to certain nonmanufacturing organizations located in the United States or Canada.
CONTRACTOR NAME	The In-The-Clear name of the contractor.
PIIN	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order on a Basic Ordering Agreement or a Blanket Purchase Agreement.
SHIP NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position may be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position must be either alpha or blank.
DATE SHIPPED	The actual/estimated date the material was shipped. If this was an estimated ship date, the decade position in the year will be alpha P for the 70s, Q for the 80s and R for the 90s. Format is YYMMDD.
QA	Quality Assurance Activity Code. A two position code identifying the cognizant Quality Assurance Activity.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
DATE SIGNED	The date the Government representative signed the delivery document or the date shipped if signature is not required (YYMMDD).
RECD CAO/REGN	The date the document is received at the CAO/District for input into the data system.
DATE UPDATED	Date the data base records were updated by the shipment.
M/S	Mode of shipment code on the shipping document.
I/A	Acceptance Code on the shipping document.
ELAPSED DAYS CAO/REG	The elapsed time from date shipped or date signed whichever is later and date received for input in the data system. (Note: *** reflects that the time equals less than 4 days or greater than 93 days).
CAGE DD 250 TOTAL	Number of documents shown on the report.

16.86 UNMC180B - AVERAGE DAYS TO PROCESS DELIVERY DOCUMENT

a. Data Summary

PURPOSE: Provides a summary of the time required to process delivery documents. This report is used to determine how effectively a CAO processes DD Forms 250.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Weekly - Optional

SORT SEQUENCE: Contract Administration Office

PAGE BREAK: Contract Administration Office

TOTALS: Average days from QA signature date to date shipped.
Average days from QA signature date to district received date.
Average days from district receipt to update.
Average days from QA signature date to update.
Shipments used to obtain average days.
CAO/District Shipments processed.
CAO Shipments input.
CAO Shipments processed.
CAO Shipments input after district processed.
Shipments not received by CAO.
Corrected DD Forms 250 received 30 days after original.
By number of days (0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11-15, 16-20, 21-30 and over 30) for QA signed to received at CAO, CAO received to update, QA signed to update and CAO resubmission to update.
Percentages are required for each total listed under number of days.

16.86 UNMC180B - AVERAGE DAYS TO PROCESS DELIVERY DOCUMENT (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC180B	Average Days to Process Delivery Documents.
DATE	Report date (YMMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
PAGE	Page number.
THRU DATE	Report cutoff date.
AVERAGE DAYS FROM DATE QA SIGNED TO DATE SHIPPED	The average elapsed time from the QA signature date to the date shipped.
AVERAGE DAYS FROM QA SIGNED TO DISTRICT RECD	The average elapsed time from the QA signature to the date the document is received for input into the data system.
AVERAGE DAYS FROM DISTRICT RECD TO UPDATE	The average elapsed time elapsed time from the document received at the data input location until the data system record is updated.
AVERAGE DAYS FROM QA SIGNED TO LISSR UPDATE	The average elapsed time from the QA signature date until the data system record is updated.
SHIPMENTS USED TO OBTAIN AVERAGE DAYS	The number of shipments used when calculating the report.
CAO/RGN SHIPMENTS PROCESS	The combined total of shipments input by both the District and the Contract Administration Office pertaining to the CAO reflected on the report.
CAO SHIPMENTS INPUT	Number of shipment records input by the CAO.
CAO SHIPMENTS PROCESSED	Number of shipments input by the CAO that were processed by the district.
CAO SHIPMENTS INPUT AFTER DISTRICT PROCESSED	The number of shipments input by the CAO after they were processed by the district.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CAO SHIPMENTS NOT RECEIVED	Number of processed delivery records that were never received by the cognizant CAO for input.
CORRECTED DD250S RECEIVED 30 DAYS AFTER ORIGINAL	Number of DD Forms 250 that required 30 days or longer for correction.
NO OF DAY	Range of days.
Q SIGNED TO RECEIVED AT CAO	Number of documents in relation to the day range for this measurement category and its percentage of all documents considered in this category.
CAO RECEIVED TO UPDATE	The explanation is the same as given for Q Signed to Received at CAO.
QA SIGNED TO UPDATE	The explanation is the same as given for Q Signed to Received at CAO.
CAO RESUBMISSION TO UPDATE	The explanation is the same as given for Q Signed to Received at CAO.
DISTRICT SUMMARY	This is an overall district summary for the eleven data elements starting with Average Days From Date.

16.87 UNMC180C - DISTRICT RECAP ABOUT DELIVERY DOCUMENT PROCESSING

a. Data Summary

PURPOSE:	Provide the district recap of elapsed time to process delivery documents. This report is used to determine how effectively a district processes DD Forms 250.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Weekly - Optional
TOTALS:	Update Periods Elapsed Days Number of Documents Processed Documents Uncounted Due to Negative Elapsed Days Corrected DD Forms 250 Received 30 Days After Original

16.87 UNMC180C - DISTRICT RECAP ABOUT DELIVERY DOCUMENT PROCESSING
(CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC180C	District Recap about Delivery Document Processing.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract. (District reports have blank CAO Codes).
PAGE	Page number.
CAO CODE	Code depicting Contract Administration Office being reported. (District reports have blank CAO Codes).
REPORT NAME	Elastice time report.
CUTOFF DATE	Date the report covers.
Q	Elapsed time from signature date, or date shipped if unsigned, until received by the CAO.
F	Elapsed time from date received at CAO until input into the computer.
ZERO DAYS	The vertical day range depicts the elapsed time for Q and F to be accomplished for a particular delivery document.
ONE DAY	
TWO DAYS	
THREE DAYS	
FOUR DAYS	
FIVE DAYS	
SIX DAYS	
SEVEN DAYS	
EIGHT DAYS	
NINE DAYS	
TEN DAYS	
11 TO 15 DAYS	
16 TO 20 DAYS	

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
21 TO 30 DAYS OVER 30 DAYS	
0-10 11-15 16-20 21-30 OVER 30	The horizontal time periods depicting the computer processing period for a particular delivery document.
TOTAL	The total Q and F for each vertical day range.
PERCENTAGE	The percentage this subtotal by day range is of the total quantity for both Q and F.
TOTAL COUNT	The cumulative total for each Q and F under each horizontal heading.
DOCUMENTS UNCOUNTED DUE TONEGATIVE ELAPSED DAYS	The number of delivery documents which were not included in the report statistics because the elapsed day computation was negative.
CORRECTED DD250S RECEIVED 30 DAYS AFTER ORIGINAL	The number of DD Forms 250 which required 30 days or longer for correction.

16.88 UNMC230A - ACTIVE LINE ITEM/SCHEDULE REPORT

a. Data Summary

PURPOSE:	This listing shows the active line item and schedule records contained in the data system. The report is used when reconciling the line item and schedule control register.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Semimonthly - Until Next Listing Received
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number

16.88 UNMC230A - ACTIVE LINE ITEM/SCHEDULE REPORT (CONT'D)

b. Sample Report

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMC230A

Active Line Item/Schedule Report.

AS OF DATE

Report cutoff date.

NOTE: All remaining report elements and descriptions are identical to the Line Item Schedule Update Report - UNMA350A. For a complete description of each report element refer to UNMC240A.

16.89 UNMC240A - ACTIVE LINE ITEM/SCHEDULE WITH FINAL SHIPMENT

a. Data Summary

PURPOSE:	This listing shows those shipments processed as final when the Line Item/Schedule Record still contains open items. Used in Line Item/Schedule reconciliation. Contract review must be made to determine if the condition results from incorrect shipment processing, the final shipment indicator included in error or contractor noncompliance with contract requirements.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Optional
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number
TOTALS:	Number of Contracts Number of Line Items Number of Line Items that are Destination Acceptance Number of Contracts that are Destination Acceptance Final Shipments by Age from Process Date - 0- 15, 16-29, 30-59, 60-89, Over 90

b. Sample Report

16-1-536

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC240A	Active Line Item/Schedule with Final Shipment.
DATE	Report date (YYMMDD).
PAGE	Page number.
PREPARED	Report cutoff - date.
RECD	Data Base Master File from which the data was extracted.
PIIN	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a Basic Ordering Agreement or a Blanket Purchase Agreement.
SHI-NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The eighth position will either be alpha or blank.
CLIN/ELIN	Contract Line Item Number Subline, Exhibit Line or Exhibit Subline used to identify the item or service shipped/completed.
ORD QTY	The total number of units on order for a line item.
QTY-SCHED	The quantity of a line item scheduled to be delivered by a given date.
QTY-SHPD	The total quantity shipped on a line item.
QTY-ACPT	The total quantity of this line item that has been accepted by a Government representative.
TRAN-DTE	The date this transaction was processed. Julian YYDDD.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
UM	Unit of Measure is a two position field indicating a physical measurement or count of items (foot, length, weight, etc.). A list containing commonly used Unit of Measures and issues are contained in part 15, appendix 38 of this manual.
FAC	Financial Action Code determines a type of financial action to be taken.
AC	The designated Acceptance Site at which the Government assents to ownership of the goods/ services furnished this contract line item.
SPN-REC	The DoDAAD that depicts the activity which is to receive the shipment performance notice when the shipment of material or completion of a service is accomplished under a contract.
ACRN	The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedule Data Record, and the Services Long Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.
NSN	National Stock Number assigned under the Federal Cataloging Program to each approved United States Federal Item Identification. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned National Item Identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an Exhibit, an N will be

REPORT ELEMENTELEMENT DESCRIPTION

in pos. 1, blank pos. two, EXHIBIT in pos. 39 with the rest of the field blank. If delivery schedules are applicable to a service line item, an N will be pos. 1, blank pos. 2, SERVICES in pos. 3-10 and leave rest of field blank.

When a Destination Acceptance Data Item is to be sent to multi-destination points, a Z will be in the first position followed by the DoDAAC of the accepting activity.

NOUN Represents the first 11 positions of the name and/or description of the item being procured as shown on the contractual document.

UNIT-PRICE The cost of each item ordered or received.

EST Estimated unit price will be Coded E, if the unit price is estimated; otherwise, this field will be blank.

VO Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the order quantity.

VU Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.

NUMBER CONTRACTS Number of contracts included in this report.

NUMBER LINE ITEMS Total number of line items included on this report.

NUMBER CONTRACT
REQUIRING D/A Number of contracts requiring destination acceptance included on the report.

NUMBER LINE ITEMS
REQUIRING D/A Number of line items requiring destination acceptance included on the report.

FINAL SHIPS BY AGE
FROM PROCESSED DATE The elapsed time by day groups since processed date, i.e., 0-15, 16-29, 30-59, 60-89, 90-Over.

16.90 UNMC260A - DART MASTER LISTING

a. Data Summary

PURPOSE: Summary of all shipments which require acceptance by the consignee or that have been accepted in the current month. Used during research of shipments awaiting destination acceptance. Listing will be updated using information received from the consignee, research of the payment file and reviewing the DD Form 250 File. This status will be encoded into the DART Master File.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - Six Months

SORT SEQUENCE: Procurement Instrument Identification Number/
Supplementary Procurement Instrument Identification Number/Contractor Shipment Number/
Contract Line Item Number

SPECIAL PROCEDURES: Acceptance documentation received by mail or message.

a. DD Forms 250 Letter of Acceptance received from DCMD mailroom or messages from Communications Center by FCM will be immediately processed into the system using an NKQ transaction. If the Finance Office Director elects, they may first be compared to DART Master For:

PIIN/SPIIN
CLIN/ELIN
Shipment number and suffix
Quantity
Ship To DoDAAD

b. If acceptance documentation matches the DARTS Master:

(1) Prepare NKQ for entry.

(2) Suspense acceptance documentation until DART Master is properly updated.

(3) If DART Master is not properly updated, prepare corrected input and suspense until Master is properly updated.

c. If shipment is not on the DART Master and has not previously been accepted, process the transaction directly into the LISSR.

d. If acceptance documentation is an Alternate Release Procedure or Certification of Conformance DD Form 250, compare to the Master Shipment Control File to determine if the shipment document was previously received.

e. If acceptance is not on Master Shipment Control File, process directly to the LISSR.

16.90 UNMC260A - DART MASTER LISTING (CONT'D)

b. Sample Report

REPORT NUMBER UNMC260A										DATE 93 AUG 12										PAGE 1									
CAR'S MASTER LISTING										RUN 93 AUG 12																			
PLIN NUMBER	SHIP TO	SHIP NUMBER	CLIN/ ELIN	QUANTITY SHIPPED	PU STOCK	NATIONAL NUMBER	DATE	LC	ST/PNS	FOR	FOR	UP	PN	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
DAAB0776C0100	000000	HAS0011	00074C	1	LO	NOHMEMQ	77MAR29																						
DAAB0776C0100	094580	HAS0039	0013AA	1	LO	GAGES	77DEC02																						
DAAB0776C0100	094580	HAS0039	0013AB	1	LO	GAGES	77DEC02																						
DAAB0776C0100	000000	HAS0100	0017AE	1	LO	GROUPFAILUREP	78APR05																						
DAAB0776C0100	000000	HAS0107	0017AE	1	LO	FAILUREREP	78APR13																						
DAAB0776C0100	000000	HAS0108	0007AA	1	EA	RELIAEST	78APR13																						
DAAB0776C0100	W3B84L	HAS0180	0004AC	3	EA	5841010587994	78SEP27																						
DAAB0776C0100	W3B84L	HAS0182	0004AA	1	EA	5841010587994	78SEP28																						
DAAB0776C0100	W3B84L	HAS0182	0004AB	6	EA	5841010587994	78SEP28																						
DAAB0776C0100	W3B84L	HAS0183	0005AB	3	EA	5841010587994	78SEP28																						
DAAB0776C0100	W3B84L	HAS0185	0005AA	4	EA	5841010587994	78SEP28																						
DAAB0776C0100	W15P7T	HAS0189	0004AC	1	EA	5841010587994	78OCT16																						
DAAB0776C0100	W15P7T	HAS0201	0005AB	12	EA	5841001810030	78OCT25																						
DAAB0776C0100	W15P7T	HAS0205	0005AC	12	EA	5841001810030	78OCT25																						
DAAB0776C0100	W15P7T	HAS0206	0005AA	2	EA	5841001810030	78OCT25																						
DAAB0776C0100	DAAB07	HAS0464	0067AA	1	LO	TECHDATA	80MAY01																						
DAAB0776C0100	DAAB07	HAS0464	0067AB	1	LO	TECHDATA	80MAY01																						
DAAB0776C0100	DAAB07	HAS0464	0067AC	1	LO	TECHDATA	80MAY01																						
DAAB0776C0100	DAAB07	HAS0589	0100AB	1	LO	ECPI53	81APR24																						
DAAB0776C0100	W15P83	HAS0593	0018AA	1	LO	EJ68P004AJCS01	81OCT27																						
DAAB0776C0100	000000	HAS0635	0018AA	1	LO	ORSELVLE	81NOV10																						
DAAB0776C0100	000000	HAS0640	0018AB	1	LO	ORSELVLE	81DEC07																						
DAAB0776C0100	W15P7L	HAS0947	0113AB	1	LT	STATUSREPORT	87MAR06																						
DAAB0776C0100	W5B85Z	ZENOC01	0002	1	EA	58500738504	93AUG31																						
DAAB0776C0100	W5B85Z	AGC0001	0002	1	EA		93SEP29																						

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC260A	DART Master Listing.
DATE	Report date (YYMMDD).
PAGE	Page number.
RUN	Report cutoff date.
PIIN NUMBER	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a Basic Ordering Agreement or a Blanket Purchase Agreement.
SHIP TO	A six position code depicting the Ship To address in the contract/shipping instruction. Cannot contain alpha I or O.
SHIP NUMBER	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through seventh positions must be numeric. The eighth position will either be alpha or blank.
CLIN/ELIN	Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline used to identify the item or service shipped/completed. If MILSTRIP numbers are involved in a shipment, each MILSTRIP number creates a separate line item record for a given CLIN.
QUANTITY SHIPPED	The number of items/services shipped/completed.
PU	Purchase Unit. A two position alpha field depicting the purchase unit such as: EA = each, PT = pint, LB = pound, etc. Complete listing of codes with explanation is in part 15, appendix 38 of this manual.

REPORT ELEMENT

ELEMENT DESCRIPTION

NATIONAL STOCK NUMBER

This field will contain the NSN or the Manufacturers Part Number. If neither of these are present on the delivery document the Mark For Code or name can be entered or the field can be left blank.

DATE SHIPPED
PQA

The actual/estimated date the material was shipped. Format will be YYYYMMDD.

The Procurement Quality Assurance Site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.

LD

Liquidated Damages Indicator will be Coded A if the contract contains a liquidated damages clause; otherwise, will be blank.

CD

Cash Discount Indicator. A code that indicates whether or not a contract contains a cash discount stipulation.

CODE

D - Discount Terms
N - No Discount Terms

1ST/PK5 DATE

Date the first acceptance alert was forwarded.

The Followup Status Code on the acceptance alert.

Following are the codes with their explanation:

a. Code 0 - Is the followup indicator when a shipment is initially processed or can be input to provide further automatic followup.

b. Code 1 - First followup sent automatically). This followup code will be machine generated. It occurs after the passage of a predetermined number of days from shipment processing without receiving a response from the destination.

REPORT ELEMENT

ELEMENT DESCRIPTION

c. Code 2 - Second followup sent (automatically). This followup code will be machine generated. It will result from the passage of the predetermined number of days from the first followup with no information received from the consignee. Update will occur when the DART generates a PK5 to Army, Navy and DLA consignees or a followup to Air Force consignees.

d. Code 3 - Reserved.

e. Code 4 - Consignee notified. This followup code will be processed into the DART using an code when a manual followup is generated to the consignee for acceptance.

f. Code 5 - Research action required. This is accomplished by using an NKL 5. The use of this code will be limited to research items which will take more than 2 days. Supervisors should closely monitor all items with a 5 Followup Code.

g. Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ or PKP a with a discrepancy code in position 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.

h. Code 7 - Purchase Office notified. This followup code will be processed into the DARTS and will be updated with this code when the Procurement Contracting Officer (PCO) has been notified that acceptance has been requested four times or an overseas destination is involved.

REPORT ELEMENT

ELEMENT DESCRIPTION

i. Code 8 - Special followup initiated. This followup code will be processed into the DART using an NKL with an 8. It will be used when followup must be made by mail because the activity is not equipped to receive PK or teletype traffic. For DART Master Records with Code 8 followup over 15 days old, a notice should be distributed to the Administration Contracting Officer (ACO) that the goods have not yet been accepted. This notice will be in the form of a teletype detailing the contract number, shipment number, goods shipped and destination. Upon receipt of message from Communications verify the data. If data is correct, process an NKL 6 to update the DART Master. An NKL 6 will also be processed if the ACO has been previously informed of nonacceptance. If the data is incorrect, rework the message and resubmit to Communications.

j. Code 9 - When it is determined that an invoice is in-house awaiting destination acceptance (B Coded invoice), the DCMD will obtain destination acceptance using the procedure below.

k. Followup is accomplished in FCM using the DARTS and MILSCAP automatic procedures to the maximum extent to obtain destination acceptance. When this procedure is employed, FCM will, on a weekly basis, compare the Invoices Awaiting Destination DD Form 250 list to the UNMC260A Listing (DART Master File). If acceptance or rejection notices are not received as a result of the automatic followups, the following manual procedures will be the minimum required by FCM to secure destination acceptance. The timeframes stipulated in this procedure may be modified if approved by the Finance Office Director:

(1) Ten days after the second automatic followup, a manually prepared message will be sent to the consignee for acceptance. Sufficient research will be conducted prior to the release of this teletype to ensure that acceptance has not previously been received.

REPORT ELEMENT

ELEMENT DESCRIPTION

(2) If no reply is received from the consignee within 20 days after issuance of the 10-day manual teletype, another teletype will be generated to the Commander of the agency responsible for acceptance. Once the transmitted message is received from the communications center, the DART will be manually updated by NKL with an 8 in the followup status code.

(3) When requests for acceptance have not resulted in acceptance documentation or a satisfactory explanation for the delay, notify the PCO by letter. Previous requests for acceptance documentation and the problem should be explained fully and assistance requested. Update DART with Code 7 in the followup column.

(4) Air Force activities do not receive PK5 alerts. A message will be initiated to their activities for followup. After the second followup, take necessary action as described in subparagraphs a through e above, except any reference to a PK5 alert is omitted.

(5) For discrepancy codes that have aged 30 days without a change in status, prepare a second notification to the ACO. If shipment has been reshipped on a different shipment number, delete the line from DART listing with an NQA, NQB, NQF, and NQQ as applicable, using a Z Status Code.

(6) When special followup is necessary because the consignee is located at an activity which cannot accept electronic transmissions (teletype of PK), followup will be made by letter at the intervals established above. When these followup procedures are employed, the DART will be updated by a NKL with an 8 in the following column.

FOLL/UP DATE

The date the last followup action was completed.

PKN/P/NKQ DATE

Date the acceptance report was processed by the DCMD.

REPORT ELEMENT

ELEMENT DESCRIPTION

DC

Discrepancy Code can be blank or contain one of the codes and explanations in part 15, appendix 44 of this manual. When a code is present, it depicts special circumstances about the shipment/acceptance. For DART Master Records over 30 days old with a Discrepancy Code in column 65, research the contract, DD Form 250 File, Master Shipment Control File and determine additional action necessary to obtain acceptance.

EST/ACT DATE

The Estimated/Actual Acceptance Date extracted from the Acceptance Report. An E shall be placed at the end of the date to indicate an estimated date.

TS

Transaction Status Code. A code depicting special conditions about the transaction. See part 15, appendix 45 of this manual for listing of possible codes and explanations.

16.91 UNMC260B - DART DAILY UPDATE LISTING

a. Data Summary

PURPOSE:	A listing of all transactions input into the DART system which passed validation and updated the data system records. Used when reconciling data input transactions.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Reconciliation is Complete
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number
PAGE BREAK:	Batch Number

16.91 UNMC260B - DART DAILY UPDATE LISTING (CONT'D)

b. Sample Report

REPORT NUMBER UNMC260B		DATE 93 JUL 31		PAGE 1	
DARTS DAILY UPDATE LISTING					
PLIN NUMBER	SHIP TO	SHIP NUMBER	CLIN/ ELIN	QUANTITY SHIPPED	DATE
NO010488601310003	NO0104	APU0003	A006	2 EA	89NOV27
NO010488601310003	NO0104	APU0004Z	A007	2 LD	92JUL01
DAAK108400255	NO0104	AA0001	A043	1 EA	93JUL20
DAAK108400255	NO0104	AA0002	A043	2 EA	93JUL01
DAAK108400255	W150KN	8880002	A004	1 EA	93JUL21

DATE	PKN/P/C	DATE	DATE	DATE	DATE
89DEC05	3	93JUL31			
92JUL10	3	93JUL31			
93JUL30	0	93JUL30	0	93JUL30	93JUL31
93JUL30	0	93JUL30	0	93JUL30	93JUL31
93JUL31	0	93JUL31	0	93JUL31	93JUL31

LAST PAGE

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMC260B

DART Daily Update Listing.

NOTE: All remaining report elements and descriptions are identical to the DART Master Listing - UNMC260A. For a complete description of each report element on UNMC260B refer to the discussion in UNMC260A.

16.92 UNMC260D - DD FORM 1423 DATA ITEM/FIRST ARTICLE MASTER LIST

a. Data Summary

PURPOSE:

This is a master file of accepting activities for data items by contract/order and Exhibit Line Item Number and the Department of Defense Activity Address Directory (DoDAAD) Ship To Code. Codes listed in this file are the control in generating acceptance alerts (PK5s) and establishing the DART Master List. In conjunction with shipment processing, a PK5 is generated only for the shipment containing the controlling Ship To Code. All other shipments are suspended. When acceptance is received from the controlling activity and updates the DART, the records for all receiving activities with the same Exhibit Line Item Number and date shipped are updated as accepted. This listing is combined with the DD Form 1423 Data Item Master List. The First Article Items are readily identified by the Code F appearing under the heading F/A. The date on the listing is the First Article approval date. This date is extracted at the time the shipment DD Form 250 is processed and established on the DART Master Listing as an estimated date. Ten days prior to the estimated date and on the estimated date, an automatic notification is generated to the ACO requesting the acceptance if the acceptance has not updated the DART at that time. All PK5s are suppressed.

SOURCE OF DATA:

Data Base

TYPE/MEDIUM:

Output Report - Standard Paper

FREQUENCY/RETENTION:

Daily - Local Option

SORT SEQUENCE:

Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number

PROCEDURES FOR:

DD Form 1423 Input

(1) Input Procedures. The following procedures should be used to establish and maintain the master file:

(a) Initial Input - The DD Form 1423 Master File is established at the time the contract is first entered into the data system.

(b) Deletions - Closed contracts will be automatically deleted from the file at the end of the closing month.

(c) Corrections - Corrections will be made by the contract input group.

(d) A copy of the DD Form 1423 Master File is available upon request and may be used to assure that contracts, containing data items requiring acceptance, are being input.

(2) The use of the DD Form 1423 Master File in conjunction with the DART system will cause the following to occur:

(a) Shipment DD Form 250 received:

1. A PK5 will be generated to the accepting activity only.
2. DART will be established.

(b) Acceptance Documentation Received from the Acceptance Activity. If an Inspection Acceptance Report (PKN/PKP) is received, the following will occur:

1. The DARTS will be updated.
2. The transactions awaiting destination acceptance will be released for shipments to receiving activities with the same exhibit line item number and shipped date. This will go into LISSR processing.

NOTE: If an acceptance DD Form 250 is received instead of an inspection acceptance report, the DD Form 250 must be input manually to update the DART.

(3) An acceptance report is received from an activity other than the accepting activity. These acceptances will be rejected as unmatched in the DART system and the following action should be taken:

Research the contract to verify the validity of the DoDAAC is in the DD Form 1423 Data Input Master File.

(a) Research reveals that the DoDAAC is valid. The acceptance is not valid and must not be processed.

(b) If research reveals that the code on the DD Form 1423 Master List is erroneous:

Request a change be made by the contract input group.

(4) Maintain this listing in accordance with local procedures.

First Article Master List

1. Input Procedures. The First Article Items are established on the DD Form 1423 Data Item/First Article Master Listing at the time the contract is first entered into the data system.

2. Corrections or Changes. The First Article Approval Date should be corrected if an error is discovered or changed when the date is extended. This is accomplished by the contract input group.

3. Deletions. To delete a First Article Item from the DD Form 1423 Data Item/First Article Master listing refer to the contract input group.

4. DART. Utilizing the First Article Master Listing in conjunction with the DART system will cause the following to occur:

a. Shipment DD Form 250 is processed with Acceptance Code D.

(1) Extracts the First Article Approval Date from the Master File.

(2) Established the DART and projects the FAAD as an estimated date simultaneously.

(3) Suppressed PK5s.

(4) Establishes a record awaiting acceptance.

b. First Article Acceptance is received.

Updates the DART Master (PKN, P, or NKQ transaction).

c. If the First Article has not been accepted 10 days prior to the estimated date established in the DART, a request for the acceptance is generated automatically to the ACO.

d. First Article Disapproval. If the First Article is disapproved the following procedures should be taken:

Prepare NQA, NQB, NQF if applicable and NQQ transactions, with a Z in the transaction status code to delete the record.

16.92 UNMC260D - DD FORM 1423 DATA ITEM/FIRST ARTICLE MASTER LIST
(CONT'D)

b. Sample Report

PAGE 20

REPORT NUMBER	UNMC260D	DATE	95 DEC 07
1423 DATA ITEM / FIRST ARTICLE MASTER LIST			
PIIN	SPIIN	CLIN	DODAAD
DAAB0782CJ198		J001	15BAY
DAAB0782CJ198		J002	15BAY
DAAB0782CJ198		J003	15BAY
DAAB0782CJ198		J004	15BAY
DAAB0782CJ198		L001	15BAY
DAAB0782CJ198		L002	15BAY
DAAB0782CJ198		L003	15BAY
DAAB0782CJ198		L004	15BAY
DAAB0782CJ198		R001	15BAY
DAAB0782CJ198		P001	15BAY
DAAB0782CJ198		P003	15BAY
DAAB0782CJ198		P004	15BAY
DAAB0782CJ198		Q001	15BAY
DAAB0782CJ198		Q002	15BAY
DAAB0782CJ198		Q003	15BAY
F4263092H0038		A001	FA2024
F4263092H0038		B001	FA2024
DAAK1084C0299		A007	W150KN
DAAK1084C0299		A013	W150KN
DAAK1084C0299		A014	W150KN
DAAK1084C0299		A015	W150KN
DAAK1084C0299		A016	W150KN
DAAK1084C0299		A027	W150KN
DAAK1084C0299		A028	W150KN
DAAK1084C0299		A029	W150KN
DAAK1084C0299		A030	W150KN
DAAK1084C0299		A031	W150KN
DAAK1084C0299		A035	W150KN
DAAK1084C0299		A036	W150KN
DAAK1084C0299		A037	W150KN
DAAK1084C0299		A038	W150KN
DAAK1084C0299		A039	W150KN
DAAK1084C0299		A040	W150KN
DAAK1084C0299		A041	W150KN
DAAK1084C0299		A042	W150KN
DAAK1084C0299		A043	W150KN
DAAK1084C0299		A044	W150KN
DAAK1084C0299		A045	W150KN
DAAK1084C0299		A046	W150KN
DAAK1084C0299		A047	W150KN
DAAK1084C0299		A048	W150KN
DAAK1084C0299		A049	W150KN
DAAK1084C0299		A052	W150KN
DAAK1084C0299		A054	W150KN
DLA50093C0593		O001	
NG001484C0693		A002	NC0014
F0960391D0193	0003	A001	FD2060
F0960391D0193	0003	A002	FD2060

F

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC260D	DD Form 1423 Data Item/First Article Master List.
DATE	Report date (YYMMDD).
PAGE	Page number.
PIIN	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a Contract, Basic Ordering Agreement or a Blanket Purchase Agreement.
CLIN	Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline used to identify the item.
DoDAAD	Department of Defense Activity Address Directory. Will contain the DoDAAC Code of the accepting activity, when multiple consignees are cited, but only one has responsibility for acceptance and destination acceptance. This field will be blank for First Article Data Item.
DATE	The first article approval date. For other data items it is the date the record was input into the computer.
F/A	First Article Indicator. F = First Article Required Blank = Not a First Article

16.93 UNMC300A - PK5 RECORDS WITH NON-DoD SHIP-TO CODE

a. Data Summary

PURPOSE:	Lists those shipments which will be followed up by mail rather than electronic transmissions. Invalid codes are corrected by researching the contract and DD Form 250, correcting erroneous data from the LISSR and reprocessing correct data.
SOURCE OF DATA:	Mainframe Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Acceptance has been Received
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contractor Shipment Number

16.93 UNMC300A - PK5 RECORDS WITH NON-DoD SHIP-TO CODE (CONT'D)

b. Sample Report

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC300A	PK5 Records with Non-DoD Ship To Codes.
DATE	Report date (YYMMDD).
PAGE	Page number.
DOC ID	Document Identification Number - PK5 is an Acceptance Alert (A/A).
PIIN	Procurement Instrument Identification Number. The contract number.
CALL/ORDER	Supplementary Procurement Instrument Identification Number. A four position number identifying an order under a Basic Ordering Agreement or a Blanket Purchase Agreement.
CONTR ADMIN ADP POINT	The DoDAAC location of the computer which processes payment under this contract.
SHIP TO	A six position code depicting the Ship To address to where this shipment was sent. Cannot contain alpha I or O.
SHIPMENT NO	Contractor Shipment Number. A seven position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric.
SUFF	Contractor Shipment Number Suffix. A one position alpha character, which if present depicts a final/replacement shipment.
CLIN/ELIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline used to identify the item being shipped.
QUANTITY SHIPPED	The number of items included in this shipment.
PURC UNIT	A two position alpha field depicting the Purchase Unit. A complete listing of codes with explanation is in part 15, appendix 38 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NATIONAL STOCK NUMBER	This field contains the NSN, contractors part number, data item indicator (the word Exhibit), the word Service, or the DoDAAC of the activity which is responsible for acceptance.
DATE SHIPPED	The actual/estimated date the material was shipped. If this is an estimated ship date the decode position in the year will be alphabetic (YYMMDD).
PQA	The Procurement Quality Assurance Site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.
L/D	Liquidated Damages Indicator will be Coded A if the contract contains a liquidated damages clause; otherwise, will be blank.
DISC	Cash Discount Indicator. A code that indicated whether or not the contract contains a cash discount stipulation.
	<u>CODE</u>
	D - Discount Terms N - No Discount Terms
TRANS STATUS	Transaction Status Code. A code depicting special conditions about the transaction. See part 15, appendix 40 of this manual for listing of possible codes and explanations.

16.94 UNMC300B - REQUEST FOR ACCEPTANCE OF FIRST ARTICLE

a. Data Summary

PURPOSE:	Notifies the Administrative Contracting Officer that the first article approval date is due in 10 days and acceptance or the rejection has not been received from the designated acceptance activity.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Until Followup Action is Complete
SORT SEQUENCE:	Contract Administration Office/Administrative Contracting Officer/Industrial Specialist/Procurement Instrument Identification Number

16.94 UNMC300B - REQUEST FOR ACCEPTANCE OF FIRST ARTICLE (CONT'D)

b. Sample Report

REPORT NUMBER	UNMC300B	DATE	95 DEC 11	PAGE	1
ORG NH		REQUEST FOR ACCEPTANCE OF FIRST ARTICLE		CAO CODE	NH
	ACO NWA	IS	NS4		
	TYPE OF REGST 2ND FOLLOW-UP				
	CONTRACTOR	UNICOR FEDERAL PRISON INDUS			
	CONTRACT NO	DLA45193F1182			
	CALL/ORDER				
	ADP POINT	SC1002			
	SHIP TO CODE	SP0400			
	SHIPMENT NO	LOM0001			
	LINE ITEM NO	9907			
	QTY SHIPPED	00000001			
	QTY ACCEPTED	00000000			
	DATE DEL/SHIP	95 NOV 28			
	REPLY TO	DFAS WESTERN			

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC300B	Request for Acceptance of First Article.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contract.
ORG	Organization within the CAO who is responsible for the contract.
ACO	Administrative Contracting Officer Identification Code.
IS	Industrial Specialist Identification Code.
TYPE OF REQST	Which followup request this is.
CONTRACTOR	In-The-Clear name of the contractor responsible for the contract.
CONTRACT NO	The Procurement Instrument Identification Number - 13-position alphanumeric number.
CALL/ORDER	A four position alpha, numeric or alphanumeric code identifying the order if applicable.
ADP POINT	The DoDAAC of the office where the computer servicing activity responsible for the contract is located.
SHIP TO CODE	The six position code depicting the location where the material/service was shipped/accomplished.
SHIPMENT NUMBER	The seven or eight position number assigned by the contractor which shows the total number of shipments made against the contract.
LINE ITEM NO	The number used to identify the item/service shipped/completed.
QTY SHIPPED	The number of items/services shipped/completed.
QTY ACCEPTED	The number of items/services that were considered acceptable.
DATE DEL/SHIP	The data the material was shipped.
REPLY TO	The DCMD name making payment.

16.95 UNMC340A - MONTHLY SHIPMENT OVERRIDE REPORT

a. Data Summary

PURPOSE:	Provide a listing of all delivery transactions which were overridden during the previous six month period. It is used when analyzing buying activity shipment diversion practices.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly - Optional
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number/Contract Administration Office
PAGE BREAK:	Contract Administration Office
TOTALS:	Total records by CAO with total for each CAO within the district shown on the last page.

16.95 UNMC340A - MONTHLY SHIPMENT OVERRIDE REPORT (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC340A	Monthly Shipment Override List.
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office responsible for the contracts.
PAGE	Page numbers.
PIIN	Procurement Instrument Identification Number. The contract number.
SPIIN	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a Contract, Basic Ordering Agreement, or a Blanket Purchase Agreement.
SHIP NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eighth position will be alphabetic or blank.
CLIN	Contract Line Item Number, Subline, Exhibit Line, or Exhibit Subline used to identify the item or service being reported.
UM	Unit of Measure is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measure and issue is contained in part 15, appendix 38 of this manual. The designated Acceptance Site at which the Government assents to ownership of contract line items.
	<u>CODE</u>
	S - Indicates Source/Origin Acceptance D - Indicates Destination Acceptance
SHIP TO	DoDAAD Code of the destination point of the item.

REPORT ELEMENTELEMENT DESCRIPTION

MARK FOR	DoDAAD Code of the ultimate recipient of the item.
MDC-AND-SFX	Military Standard Requisition and Issue Procedures. A system of standard data elements, codes, forms and formats for requisition and issue of material, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurement or amendment to a contract. This field consists of: Service (pos. 1) Requisitioner (pos. 2-6) Julian Year (pos. 7) Julian Day (pos. 8-10) Serial Number (pos. 11-14) Suffix if applicable
QTY SHPD	The total quantity shipped on a line item.
QTY ACPT	Quantity Accepted. The quantity of the line item accepted at the destination.
ERROR MESSAGE	An error message which depicts the type of validation and the data element that failed validation, if this is an acceptable error the message will be preceded by asterisks.
QAR SGND/ACPT DT	The date the Government representative signed the delivery document of the date shipped if signature is not required (YYMMDD).
SHPG-DOC-RCVD-DT	This is the date the delivery document was received by the inputting CAO.
DI	Cash Discount Indicator. A code that indicates whether or not the contract contains a cash discount stipulation.

CODE

D - Discount Terms
N - No Discount Terms

REPORT ELEMENTELEMENT DESCRIPTION

DC

Shipment Acceptance Discrepancy Explanation.
Will be one of the following codes or blank.

CODE EXPLANATION

D	Documentation (incomplete, improper, or without authority and which precludes acceptance).
M	Misdirected (materiel addressed to wrong activity).
N	Nonconforming (items do not conform to the contract specifications).
O	Overage (quantity received in excess of quantity shipping document).
S	Shortage (quantity received less than quantity on shipping document).
T	Inadequate Technical Data (missing, mutilated, incomplete) (includes warranty data).
U	Undelivered.
W	Wrong Item (incorrect item received).
X	Damaged (received in damaged condition).

FA

First Article Indicator indicates whether the record is a first article record.

CODE

Blank - Not a First Article Record
F - First Article Record

LD

Liquidated Damages Indicator will be A if the contract contains a liquidated damages clause; otherwise, will be blank.

TRNSP-REFNO

Transportation Reference Number. This field contains the Government/Commercial Bill of Lading or the transportation control number.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SP	Shipment Performance Notice Code. A code indicating special conditions about the shipment.
NSN	National Stock Number. The field contains the NSN or the Manufacturers Part Number.
MS	Mode of Shipment used to deliver the item which was shipped. For applicable codes see part 15, appendix 42 of this manual.
PQ	Procurement Quality Assurance Site. This is the location where Government inspection is to be accomplished. Can be D, S, or blank.
SHP-TO-DVRTD	DoDAAD Code of the diverted shipment site.
SA	Shipment Advice Code. A code representing specific conditions about a shipment of material from a contractor to the Government. For the applicable codes see part 15, appendix 43 of this manual.
SHP-DT SERV-DT	The date of material shipment or service completion.
SHP WT	This field contains the total weight of this shipment.
ACTN-DT-PK5	The date the acceptance alert was sent.
ACTN-DT-PKN-P-Q	The date acceptance is received back from the destination.
FUP-IND	A code depicting the status of a destination acceptance request.
CC	Cycle Counter. Records the number of times this transaction has been on the report.
ADP PNT	Automatic Data Processing Point. Computer location of the Contract Administration Office.
GFM	Government Furnished Material. This field contains a Y when the shipment contains Government Furnished Material/Property and an N if it does not.

REPORT ELEMENT

ELEMENT DESCRIPTION

FOB

The Free On Board Site the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

CODE

D - Destination
O - Intermediate
S - Origin (Source)

CHN-CD

A code depicting this record was released from the recycle file (M).

PROCS-INP-DT

The date that the last transaction was processed against the record (YYMMDD).

16.96 UNMC430A - TRANSPORTATION OFFICER APPROVAL ALERT

a. Data Summary

PURPOSE:	To alert the transportation officer that a response is required regarding Guaranteed Maximum Shipping Weights (GMSW), Minimum Size of Shipments and/or Carload and Truckload Shipments in order to expedite contract final payment.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Optional
SORT SEQUENCE:	Contract Administration Office, Procurement Instrument Identification Number, Supplementary Procurement Instrument Identification Number, Contractor Shipment Number
PAGE BREAK:	Contract Number

b. Sample Report

```

*****
** EXPEDITE DISCOUNT **
*****

ND0383 87 67839 0033      CAO CODE YT
HONEYWELL INC

1. SUBJECT CONTRACT CONTAINS A CLAUSE PERTAINING TO'
< >  GUARANTEED MAXIMUM SHIPPING WEIGHT AND DIMENSIONS
      <DAR 7-2003.16><X>
<X>  FOB ORIGIN - MINIMUM SIZE SHIPMENT <DAR 7-104.72>
2. THE APPLICABLE SHIPMENT NBR'S, MODE OF SHIPMENT, AND GBL/TCN NBR'S ARE'
HAS0001 Q      HAS0002 Q      HAS0003 Q      HAS0004 Q
HAS0005Z Q

3. < >  CONTRACTOR DID/DID NOT EXCEED GUARANTEED MAXIMUM SHIPPING WEIGHT
< >  CONTRACTOR DID/DID NOT SHIP IN ACCORDANCE FOB ORIGIN-MINIMUM
      SIZE SHIPMENT ON CL-TL SHIPMENTS
< >  OTHER
< >  MATTER HAS BEEN REFERRED TO ACO/PCO FOR ADDITIONAL INFORMATION
< >  CONTRACTOR IS LIABLE FOR $

LAST PAGE      SIGNATURE ----- DATE

```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC430A	Transportation Officer Approval Alert.
DATE	Report date.
PIIN	Procurement Instrument Identification Number (the contract number).
CAO CODE	Contract Administration Office responsible for the contract.
EXPEDITE DISCOUNT	A message alerting the TCO that a discount is applicable to this contract.
PARA 1	In-The-Clear contract clauses. If applicable the clause will be preceded by an X.
PARA 2	
SHIPMENT NBRS	The Contract Shipment Number.
MODE OF SHIPMENT	A code depicting the type of carrier used to make the shipment. See part 15, appendix 42 of this manual for a complete list of codes with explanations. In-the-Clear responses to be furnished by the transportation officer.
GBL NBRS	The Government Bill of Lading Number used to make the shipment.
PARA 3	In-The-Clear transportation officer responses. If applicable the response will be preceded by an X.
SIGNATURE	The signature of the transportation officer.
DATE	The date the TCO signed the report.

16.97 UNMC440A - WEEKLY MISSING MOD LIST

a. Data Summary

PURPOSE:	To identify missing modifications and to assist FCC in followup with the PCO or ACO in obtaining the missing modification(s).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Weekly - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN/Missing Modification Number (Terminal Digit Sequence)
PAGE BREAK:	The page break occurs under the following conditions: <ul style="list-style-type: none">a. Change in CAO Code.b. When the page is full.
ADDITIONAL INFORMATION:	Report UNMC440A is generated during normal end-of-week processing.

16.97 UNMC440A - WEEKLY MISSING MOD LIST (CONT'D)

b. Sample Report

REPORT NUMBER	UNMC440A	DATE 11 DEC 95				CAD-ORG-CD YE				PAGE										
		M	I	S	I	N	G	M	O	D	I	F	I	C	A	T	I	O	N	S
P I I N	S P I I N																			
N0001989C0141																				
*P I I N / S P I I N TOTAL MISSING																				
N0002487C5341																				
*P I I N / S P I I N TOTAL MISSING																				
N0002485C5546																				
*P I I N / S P I I N TOTAL MISSING																				
F4261094C0051																				
*P I I N / S P I I N TOTAL MISSING																				
N6053095C0167																				
*P I I N / S P I I N TOTAL MISSING																				
F3365783E2084																				
*P I I N / S P I I N TOTAL MISSING																				
N6053092C0299																				
*P I I N / S P I I N TOTAL MISSING																				
		***** CAD TOTAL MISSING 0000155 *****																		

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC440A	Weekly Missing MOD List Format Code.
DATE	Date of report (YYMMDD).
PAGE	Page number.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number are numbers used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial numbers); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).
MISSING MOD RANGE	Shows the missing MOD numbers from the first missing (low position) in a series to the last missing in a series (high position). For each single MOD missing from sequence of MOD numbers submitted, the missing MOD number will appear in the low and high positions.
LOW	
HIGH	
AGE	Total days the MOD number has been missing.
ACO	The Administrative Contracting Officer Code of the individual responsible for administering the contract.
CONTRACTOR NAME	Self-explanatory.

16.98 UNMC460A - STATISTICS REPORT FOR ABSTRACT PROCESSING (MONTHLY)

a. Data Summary

PURPOSE: To accumulate production statistics at the Buying Activity Level. This report reflects the total number of contracts received, contracts rejected, percentage of contracts rejected, average number of days awaiting hard copy documents, amount, and description of errors.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Monthly - As Determined Locally

SORT SEQUENCE: Buying Activity Code

PAGE BREAK: Page break occurs under the following conditions:

- a. Change in Buying Activity.
- b. When the page is full.

TOTALS: Singularly stated totals are provided for the following:

- a. Number of contracts received.
- b. Number of contracts rejected.
- c. Types of errors.

b. Sample Report

16-1-578

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC460A	Statistical Report for Abstract Processing (Monthly).
DATE	Date of report (YYMMDD).
PAGE	Page number.
BUYING ACTIVITY	DoDAAD Code of the Buying Activity.
REPORT MONTH	(MMM.)
NUMBER OF CONTRACTS RECEIVED	For the applicable Buying Activity.
NUMBER OF CONTRACTS REJECTED	For the applicable Buying Activity.
% OF CONTRACTS REJECTED	Total percentage of contracts received that rejected.
AVG NUMBER OF DAYS	Self-explanatory.
FROM RECEIPT OF ABSTRACT TO RECEIPT OF HARD COPY	
COUNT TYPE OF ERROR	A total count and In-The-Clear message for each type of error that caused the rejected contracts.

16.99 UNMC480A - PAYEE NAME AND ADDRESS PROOF LIST

a. Data Summary

PURPOSE:	To identify and serve as a reference list when a contractor's name and address is added/changed/deleted from the Payee Name and Address File.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	A page break occurs when the page is full.
ADDITIONAL INFORMATION:	<p>This report is updated by input of the N_S Record. The Alternate Payee Indicator Codes consist of the following:</p> <ul style="list-style-type: none">R - Contractor Remittance AddressN - Notice of AssignmentC - Canadian Commercial CorporationD - Change of Address

16.99 UNMC480A - PAYEE NAME AND ADDRESS PROOF LIST (CONT'D)

b. Sample Report

REPORT NUMBER UNMC480A		DATE 93 AUG 12		PAGE 1	
P.I.N.		CONTRACTOR NAME/CITY/STATE/ZIP		PAYEE NAME AND ADDRESS	
S.P.I.N.		N/A		RGS	
DLA7209200600	0140	WONG J AND ASSOCIATES INC 900 JORIE BLVD ROOM 145 P O BOX 519 OAK BROOK IL 60222-5197		99	
DLA7509370600		ASTRONAUTICS CORP OF AMERICA 4115 N TEUTONTA AVE MILWAUKEE WI 53201		99	
DLA9009200114	0005	GUARDIAN ELECTRIC MFG CO 1426 LAKE AVENUE ROCKSTOCK IL 60099		99	
DLA7603030KJ17		MILWAUKEE VALVE CO INC 2375 S BURELL ST MILWAUKEE WI 53207-1519		99	
DLA7509370616		HAR MACHINE PRODUCTS INC 9228 IVANHOE RD SCHILLER PAR IL 60176-2306		99	
DLA900909H1723		ANDREW CORP ORLAND PARK IL 60462-3071		99	
DLA92093706333		MICRO SWITCHC FREEPORT IL 61032		99	
DLA9009370638		STEWART-WARNER CORP 1300 N KOSTNER CHICAGO IL 60651-1505		99	
DLA77093706X39		TRI-STATE HOSE AND FITTING 9456 CALUMET AVE MUNSTER IN 46321-2912		99	
				ACTION MESSAGE	
				ADDITION TO MASTER FILE MACHINE INPUT	
				ADDITION TO MASTER FILE MACHINE INPUT	
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c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC480A	Payee Name and Address Proof List.
DATE	Date of report (YYMMDD).
PAGE	Page number.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number. A number assigned by the issuing office, used in conjunction with basic PIIN numbers, employed to identify: (1) amendments to solicitation documents, (2) modifications of Contracts and Agreements, under Blanket Purchase Agreements and under Basic Ordering Agreements. Amendments to each solicitation shall be sequentially numbered with a four position numeric serial number. Modifications to Contracts and Agreements shall be identified with a four position alphanumeric code. Modification to call/orders shall be identified with a two position alphanumeric code.
CONTRACTOR NAME/ CITY/STATE/ZIP	The prime contractors' name and address.
N&A IND	Name and Address Indicator shows if there is an alternate payee in the specified contract.
	<u>CODE</u>
	Blank - No alternate payee
	R - Contractor Remittance Address
	N - Notice of Assignment
	C - Canadian Commercial Corporation
PAYEE NAME AND ADDRESS	Payee name and address.
RGS	Reading Group Specialist Code designates the responsible individual who input the data.

REPORT ELEMENT

ACTION MESSAGE

ELEMENT DESCRIPTION

Message explaining the reason for addition or change. The following is a list of the messages and explanations.

MESSAGE EXPLANATION

ADRS
LINE
EXCEEDS
28 POS A name and address was generated from the MAF and one or more lines of the address data exceeded 28 positions. Since the PN&A File can only accommodate 28 positions the last seven positions were dropped. Immediate corrective action is required to preclude misrouted checks.

ADDED
TO FILE This name and address has been added to the PN&A File.

RECORD
CHANGED This name and address has replaced the entry on the PN&A File.

DELETED
FROM
FILE This name and address has been deleted from the PN&A File.

MACH
INPUT This name and address has been generated by CDIF using the Contractor Code entered in NAA/PAA Records.

MANUAL
INPUT This name and address has been generated by CDIF using the Contractor Remittance Address Code entered in the NAS Record.

16.100 UNMC520A - ANALYSIS OF DESTINATION ACCEPTANCE TRANSACTION BY CAO

a. Data Summary

PURPOSE:

The purpose of this report is to enable management to analyze destination acceptance shipments excluding fast pay to determine processing time by CAO. Analysis can also be conducted to determine if contractors are invoicing prior to shipments.

TYPE/MEDIUM:

Output Paper

FREQUENCY/RETENTION:

Quarterly

SORT SEQUENCE:

CAO - PIIN, SPIIN, SHIPNO

PAGE BREAK:

Full Page

16.100 UNMC520A - ANALYSIS OF DESTINATION ACCEPTANCE TRANSACTION BY CAO
(CONT'D)

b. Sample Report

To Be Developed

16.101 UNMC520B - ANALYSIS OF DESTINATION ACCEPTANCE TRANSACTION BY SHIPMENT TO ACTIVITY

a. Data Summary

PURPOSE:	The purpose of this report is to enable management to analyze destination acceptance shipments excluding Fast Pay to determine processing time by Shipment Activity. Analysis can also be conducted to determine if contractors are invoicing prior to shipment.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Quarterly
SORT SEQUENCE:	Ship-To Code, PIIN, SPIIN, SHIPNO
PAGE BREAK:	Full Page

16.101 UNMC520B - ANALYSIS OF DESTINATION ACCEPTANCE TRANSACTION BY
SHIPMENT TO ACTIVITY (CONT'D)

b. Sample Report

To Be Developed

16.102 UNMC540A - SHIPMENT CONTROL REGISTER

a. Data Summary

PURPOSE:	The purpose of this report is to provide a listing of active shipments within a particular DCMD. This report can also be used for resource.
TYPE/MEDIUM:	Output Paper
FREQUENCY/RETENTION:	Biweekly
SORT SEQUENCE:	PIIN, SPIIN, CLIN, SHIPNO
PAGE BREAK:	Full Page

16.102 UNMC540A - SHIPMENT CONTROL REGISTER (CONT'D)

b. Sample Report

16.103 UNMC700A - CONTRACTUAL DOCUMENT BACKLOG LIST

- INPUT-ORG-CODE SEQUENCE

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	The sort is by INPUT-ORG-CD within Procurement Instrument Identification Instrument Identification Number/Modification Number/Supplementary Procurement Instrument Identification Number/Modification Number.
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.103 UNMC700A - CONTRACTUAL DOCUMENT BACKLOG LIST
INPUT-ORG-CODE SEQUENCE (CONT'D)

b. Sample Report

REPORT NUMBER UNMC700A DATE ## ### ## PAGE #

CONTRACT DOCUMENT BACKLOG LIST - INPUT-ORG-CODE SEQUENCE

INPUT			MOD	CAO			BUYC	HC		OFF	
ORG-CD	PIIN	CALL	NUMBER	ORG	RECEIVED	AGE	ACTY	IND	USER-ID	USER-NAME	SYM
#	#	#####	##	#####	###	#####	##	##	###	##	#####
#											

c. Report Element Description: UNMC700A - UNMC700E all contain the same report elements.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC700A	Contractual Document Backlog List (online). This report is sorted various ways but the data reported are the same on all reports. Sequences reported are Contract, Organization Code and Date received, Received date and Organization Code.
DATE	Report date (MMM. DD, YYYY)
PAGE	Page number.
INPUT-ORG-CD	Identifies the group of people who input Contracts/modifications data to monitor/ Calculate various input statistics.
PIIN	Procurement Instrument Identification Number (the contract number)
CALL	Call number (if applicable)
MOD NUMBER	Modification number (if applicable)
CAO ORG	The Contract Administration Office Organization Code having administrative responsibility over the contractual document.
RECEIVED	Date the contractual document was received (YYMMDD)
AGE	Elapsed work days since receipt to process the document.
BUYG ACTY	The two position code of the Buying Activity is shown.
HC IND	A code which represents the status of receipt of the hard copy of the document is shown as follows:

CODE

- 1 - Hard copy not yet received.
- 2 - Hard copy receipt has been indicated.
- 5 - An alert (TWX) has been sent notifying the the buying activity that the hard copy has not been received.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
USER ID	User Identification of Reading Group Specialist Code identifies the individual who will be responsible for inputting the contract data. An ** indicates the document has not been assigned to an individual yet.
USER NAME	The name of the individual who will be responsible for inputting this contract data.
OFF SYM	The office symbol recorded for the individual assigned to input the document.
NEW CONTRACT TOTALS	Represent the total of all contractual documents in backlog (PIIN-TYPE other than P, V, D for this reporting level).
MODS TOTAL	Indicates the total number of modifications in the backlog for this reporting level.
PO/CALL TOTAL	The total number of Purchase Orders and Calls in the backlog for this reporting level.

16.103.1 UNMC700B - CONTRACTUAL DOCUMENT BACKLOG LIST – BUYING ACTIVITY SEQUENCE

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	The sort is by Buying Activity within Procurement Instrument Identification Instrument Identification Number/Modification Number/Supplementary Procurement Instrument Identification Number/Modification Number.
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.103.1 UNMC700B - CONTRACTUAL DOCUMENT BACKLOG LIST - BUYING ACTIVITY
SEQUENCE (CONT'D)

b. Sample Report:

REPORT NUMBER UNMC700B DATE ## ### ## PAGE #

CONTRACT DOCUMENT BACKLOG LIST - BUYING ACTIVITY SEQUENCE

INPUT			MOD	CAO			BUYC	HC		OFF	
ORG-CD	PIIN	CALL	NUMBER	ORG	RECEIVED	AGE	ACTY	IND	USER-ID	USER-NAME	SYM
#	#	#####	##	#####	###	#####	##	##	###	##	#####
#											

16.103.2 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST – RECEIVED DATE SEQUENCE

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	The sort is by Received Date within Procurement Instrument Identification Instrument Identification Number/Modification Number/Supplementary Procurement Instrument Identification Number/Modification Number.
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.103.2 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST - RECEIVED
DATE SEQUENCE (CONT'D)

b. Sample Report:

REPORT NUMBER UNMC700C DATE ## ### ##

PAGE #

CONTRACT DOCUMENT BACKLOG LIST - RECEIVED DATE SEQUENCE

INPUT		MOD		CAO	BUYC		HC	OFF			
ORG-CD	PIIN	CALL	NUMBER	ORG	RECEIVED	AGE	ACTY	IND	USER-ID	USER-NAME	SYM
#	#	#####	##	#####	###	#####	##	##	###	##	#####
#	#	#####	##	#####	###	#####	##	##	###	##	#####

16.103.3 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST – CONTRACT SEQUENCE

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	The sort is by Contract within Procurement Instrument Identification Instrument Identification Number/Modification Number/Supplementary Procurement Instrument Identification Number/Modification Number.
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.103.3 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST - CONTRACT
SEQUENCE (CONT'D)

b. Sample Report:

REPORT NUMBER UNMC700C DATE ## ### ## PAGE #

CONTRACT DOCUMENT BACKLOG LIST - CONTRACT SEQUENCE

INPUT			MOD	CAO		BUYC	HC		OFF		
ORG-CD	PIIN	CALL	NUMBER	ORG	RECEIVED	AGE	ACTY	IND	USER-ID	USER-NAME	SYM
#	#	#####	##	#####	###	#####	##	##	###	##	#####
#	#	#####	##	#####	###	#####	##	##	###	##	#####

16.103.4 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST – ORG CODE AND DATE SEQUENCE

a. Data Summary

PURPOSE:	To identify all contractual and modification documents that have been received but that have not been processed into the system and/or to identify all contractual documents received via MILSCAP for which hard copies have not yet been received.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
SORT SEQUENCE:	The sort is by Org Code and Date within Procurement Instrument Identification Instrument Identification Number/Modification Number/Supplementary Procurement Instrument Identification Number/Modification Number.
PAGE BREAKS:	Page break occurs after each ten terminal digits.
TOTALS:	Total Number of Contracts in Backlog, Total Number of Modifications in Backlog, and Total Number of Documents in Backlog

16.103.4 UNMC700C - CONTRACTUAL DOCUMENT BACKLOG LIST - ORG CODE AND
DATE SEQUENCE (CONT'D)

b. Sample Report:

REPORT NUMBER UNMC700C DATE ## ### ## PAGE #

CONTRACT DOCUMENT BACKLOG LIST - ORG CODE AND DATE SEQUENCE

INPUT	MOD	CAO	BUYC	HC	OFF					
ORG-CD PIIN	CALL	NUMBER	ORG	RECEIVED	AGE	ACTY	IND	USER-ID	USER-NAME	SYM
# #	#####	##	#####	###	#####	##	##	###	##	#####
#										

16.104 UNMC710A - CONTRACT DOCUMENT BACKLOG LIST - HARD COPY INDICATOR
TRACKING SEQUENCE

a. Data Summary

PURPOSE:	This is a report which lists all the MILSCAP contracts awaiting hard copy. This is a new report created for the online system.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Hard Copy Receipt Indicator/Procurement Instrument Identification Number/ Supplemental Procurement Instrument Identification Number
TOTALS:	Totals are provided for the number of MILSCAP new contracts, purchase order/calls, and modifications awaiting hard copy.

16.104 UNMC710A - CONTRACT DOCUMENT BACKLOG LIST - HARD COPY INDICATOR
TRACKING SEQUENCE (CONT'D)

b. Sample Report

REPORT NUMBER UNMC710A										CONTRACT DOCUMENT BACKLOG LIST - HARDCOPY INDICATOR TRACKING SEQUENCE										DATE 95 DEC 11		PAGE 67		OFF SYN							
ORG	PI IN	CALL	MOD NUMBER	CAQ ORG	RECEIVED	AGE	BUYC ACTY	HC IND	USER-ID	USER-NAME	ORG	PI IN	CALL	MOD NUMBER	CAQ ORG	RECEIVED	AGE	BUYC ACTY	HC IND	USER-ID	USER-NAME										
Y	SP0920 96 M0011			AO	95 OCT 11	041	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0057			LE	95 OCT 11	041	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0196			AZ	95 OCT 19	035	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0421			AW	95 OCT 31	027	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0585			AZ	95 NOV 07	022	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0582			AW	95 NOV 13	019	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0730			AQ	95 NOV 17	015	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0740			LB	95 NOV 17	015	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0741			LB	95 NOV 17	015	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0743			AZ	95 NOV 20	014	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0782			AB	95 NOV 22	012	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0789			LG	95 NOV 22	012	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0814			LG	95 NOV 24	011	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0798			AB	95 NOV 24	011	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0808			AZ	95 DEC 07	002	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0858			AW	95 DEC 07	002	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0869			AO	95 DEC 07	002	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0885			AO	95 DEC 07	002	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0890			AO	95 DEC 07	002	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0902			AO	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0919			AW	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0925			AB	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0946			LB	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0952			AZ	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0955			AW	95 DEC 08	001	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0849			LE	95 DEC 11	000	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0850			LB	95 DEC 11	000	W4	2	XX	DOCUMENT NOT ASSIGNED	Y	SP0920 96 M0868			AZ	95 DEC 11	000	W4	2	XX	DOCUMENT NOT ASSIGNED										
Y	SP0920 96 M0978			AZ	95 DEC 11	000	W4	2	XX	DOCUMENT NOT ASSIGNED	MODS TOTALS: 0										PO/CALL TOTALS: 30										
NEW CONTRACTS TOTALS:										1										MODS TOTALS: 0										PO/CALL TOTALS: 30	

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMC710A

Contract Document Backlog List - Hard Copy
Tracking Sequence.

Data elements are described on UNMC700A, Contract Document Backlog List. The only difference is the type of documents reported in those awaiting hard copy as opposed to those simply in backlog status.

16.105 UNMC720A - OPERATOR STATISTICS FOR EACH USER

a. Data Summary

PURPOSE:	Provide to management information on the number of transactions input by individuals entering new contract, modification and correction transactions. Detailed information as to the type of records entered is also provided.
SOURCE OF DATA:	Operator Statistics Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Ninety Days
SORT SEQUENCE:	Reading Group Specialist Code
TOTALS:	Provides totals of each type of transaction and record entered and grand totals of number of transactions and records entered.

16.105 UNMC720A - OPERATOR STATISTICS FOR EACH USER (CONT'D)

b. Screen Format

```

REPORT NUMBER UNMC720A                                Y4      DATE  95 DEC 11      PAGE  402
CLERK CD: DDH2641                                OPERATOR STATISTICS
CLERK NAME: SHARON LOWERY
GENERAL STATISTICS:
--- TYPE TRANS ---
NEW CONTRACTS
MODIFICATION
CORRECTIONS
TOTALS

TOT  VALD  INVD  INVD  PERCENT  COUNT OF VALID RECORDS  INPUT  TOTAL
TRNS TRNS TRNS TRNS  INVLDT  MODS  HEAD  PROV  PAYV  RMKS  ACCT  SERV  SUPL  SCHD
0    0    0    0    0.0    0    0    0    0    0    0    0    0    0
0    0    0    0    0.0    0    0    0    0    0    0    0    0    0
0    0    0    0    0.0    0    0    0    0    0    0    0    0    0
0    0    0    0    0.0    0    0    0    0    0    0    0    0    0
TOTALS      0    0    0    0.0    0    0    0    0    0    0    0    0    0

```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC720A	Operator Statistics for each user.
DATE	Report date.
CAO-ORG	Contract Administration Office Organization Code - The office to which the report is routed.
PAGE	Page number.
CLERK CD	This field represents the Reading Group Specialist Code or user identification for when input statistics are being reported.
CLERK NAME	The name of the user for whom statistics are being reported is shown.
GENERAL STATISTICS	Reported as general statistics are the number and percentage of each type of transaction entered and the detailed breakdown of the type of records entered by the user shown.
TYPE TRANS	This column indicates whether the transaction being reported is a new contract, modification or correction. All statistics in each row apply to the type of transaction indicated under this heading. The final row is the total for each of the items reported.
TOT TRNS	The total number of transactions of each type entered by the user. The last row shows the total of all transaction types.
VALD TRNS	The total number of valid transactions for each transaction type entered by the user is shown. The total for all transaction types is shown last.
INVD TRNS	This column represents the total number of invalid transactions for each type entered by this user. The total for all transaction types is shown last.
% INVLD	The percentage of total transactions entered type is shown. The sum of the percentages is shown last.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
COUNT OF VALID RECORD INPUT	This section of the report shows how many of each type of record (MOD Header, Contract Data Record, etc.) were input for each transaction type. Total number of records for each transaction type is shown as well as the total number of each record type entered.
MODS	The number of Modification header records entered for each type of transaction. A total for each type of record is shown at the end. This record is entered on modification transactions only.
HEAD	The number of contract data records entered for each type of transaction. A total for each type of record is shown at the end.
PROV	The number of Provision data records entered for each type of transaction. A total for each type of record is shown at the end.
PAYV	The number of Payee Name and Address Data records for each type of transaction. A total for each type of record is shown at the end.
RMKS	The number of Remarks data records entered for each type of transaction. A total for each type of record is shown at the end.
ACCT	The number of Accounting data records entered for each type of transaction. A total for each type of record is shown at the end. All four Services are combined.
SERV	The number of Service Line Item data records entered for each type of transaction. A total for each type of record is shown at the end.
SUPL	The number of Supply Line Item data records entered for each type of transaction. A total for each type of record is shown at the end.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SCHD	The number of Supply Schedule data records entered for each type of transaction. A total for each type of record is shown at the end.
TOTAL	This column indicates the total number of records indicated for each type of transaction - New Contract, Modification and Correction. In addition, the final figure indicates the total number of records entered (all transactions).

16.106 UNMC730A - OPERATOR STATS WITH TEN OR MORE ERRORS

a. Data Summary

PURPOSE:	Designed to provide management with information on the ten most common input errors encountered by each clerk inputting abstract transactions via the online system.
SOURCE OF DATA:	Operator Information Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Reading Group Specialist Code/Type Transaction/Error Code
PAGE BREAK:	Reading Group Specialist Code
TOTALS:	Total number of errors reported for each clerk

16.106 UNMC730A - OPERATOR STATS WITH TEN OR MORE ERRORS (CONT'D)

b. Sample Report

REPORT NUMBER UNMC730A	Y5	DATE 95 DEC 11	PAGE 184
CLERK CD: DDM3581	OPERATOR STATISTICS WITH 10 OR MORE ERRORS AS OF 95 12 08		
CLERK NAME: TYREE DRAFTON JR			
DETAIL ERROR STATISTICS:	----- TEN (10) MOST COMMON ERRORS -----		
TYPE TRANS	ERROR CODE	OCCUR	----- ERROR MESSAGE -----
		0	
TOTAL ERRORS			
LAST PAGE			

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC730A	Operator Stats w/10 or More Errors.
DATE	Report date (MMM. DD, YYYY).
CAO ORG	Contract Administration Office Organization Code to which the report is routed.
PAGE	Page number.
AS OF	Report date (YYMMDD).
CLERK CD	The Reading Group Specialist or user identificationcode of the user for whom error statistics being reported.
CLERK NAME	The name of the user whose Reading Group Specialist Code (Clerk CD) is shown as it appears in the Operator Information Data Base.
DETAIL ERROR STATISTICS AND TEN MOST COMMON ERRORS	This section of the report provides a list of the ten errors encountered most frequently for each clerk reported.
TYPE TRANS	The transaction type column indicates what type of transaction the error being reported occurred in a new contract, modification or correction.
ERR CODE	The Error Code is a code which identifies the specific error made by the user.
OCCUR	The number of times the specific error (ERR CODE) being reported was made by the user.
ERROR MESSAGE	A message which describes the error being reported.
TOTAL	The total number of errors being reported for this user.

16.107 UNMC740A - PAYEE NAME AND ADDRESS PROOF LIST FORMAT CODE (ONLINE TRANSACTIONS)

a. Data Summary

PURPOSE:	To identify and serve as a reference list when a contractor's name and address is added/changed/deleted from the Payee Name and Address File.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	A page break occurs when the page is full.
ADDITIONAL INFORMATION:	<p>This report is updated by input of the N_S Record. The Alternate Payee Indicator Codes consist of the following:</p> <ul style="list-style-type: none">R - Contractor Remittance Address.N - Notice of Assignment.C - Canadian Commercial Corporation.D - Change of Address.

b. Sample Report

ACTUAL PAYEE
NAME/ADDRESS

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC740A	Payee Name and Address Proof List Format Code (Online Transactions).
AS OF	Date of report (YYMMDD).
RGS	Reading Group Specialist Code designates the user identification of the individual who input the transaction.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number is the number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four positions numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial numbers); or (3) modifications to contractual documents (six position alphanumeric serial number, for contracts, BOAs or BPAs and a two position serial number for calls/orders).
CAO ORG	The Contract Administration Office Organization code having administrative responsibility over the contractual document.
TRNS CD	A transaction code indicates the type of transaction being reported as follows: <u>CODE</u> NEW - A new document being established in the system. MOD - A modification transaction changed the address. CORR - A correction action changed the payee address.

REPORT ELEMENT

ELEMENT DESCRIPTION

STREET ADDRESS

The prime contractor's name and address is shown on new contract actions. On modifications and corrections, the previous payee name and address is shown.

PAYEE NAME/ADDRESS
INDICATOR

Name and address indicator shows if there is an alternate payee in the specified contract.

CODE

Blank - No Alternate Payee
R - Contractor Remittance Address
N - Notice of Assignment
C - Canadian Commercial Corporation

16.108 UNMC750A - CONTRACT LABELS (ONLINE)

a. Data Summary

PURPOSE:	To serve as the identification tags, used by the FCC Control Area, in establishing the Finance Office Contract Files.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Special Gummed Paper
SORT SEQUENCE:	Reading Group Specialist Code/ Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Occurs when the page is full.
ADDITIONAL INFORMATION:	The printed labels are generated for new contracts, reopened contracts and corrections based on a change to the Contractor's Code processed as online transactions. The labels reflect the contract number, contractor's name and RGS Code.

16.108 UNMC750A - CONTRACT LABELS (ONLINE) (CONT'D)

b. Sample Report

SPC	4056	DDM4056	DD	56	DDM4056
SP0770 96 MDG79 JOHNSON & TOWERS BAL T I QGB4021	SP0770 96 MDG79 JOHNSON & TOWERS BAL T I QGB4021	SP0770 96 MDG79 JOHNSON & TOWERS BAL T I QGB4021	SP0770 96 MDG79 JOHNSON & TOWERS BAL T I QGB4021	SP0770 96 MDG79 JOHNSON & TOWERS BAL T I QGB4021	DDM4056
MDA904 95 C2592 LITTON SYSTEMS INC QGB4021	MDA904 95 C2592 LITTON SYSTEMS INC QGB4021	MDA904 95 C2592 LITTON SYSTEMS INC QGB4021	MDA904 95 C2592 LITTON SYSTEMS INC QGB4021	MDA904 95 C2592 LITTON SYSTEMS INC QGB4021	MDA904 95 C2592 LITTON SYSTEMS INC QGB4021
MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021	MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021	MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021	MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021	MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021	MDA904 96 C0060 BOOZ ALLEN AND HAMILTON QGB4021
T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021	T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021	T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021	T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021	T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021	T00019 85 C0477 MCDONNELL AIRCRAFT CO QGB4021
T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0069 MCDONNELL AIRCRAFT CO QGB4021
T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021	T00019 88 C0289 MCDONNELL AIRCRAFT CO QGB4021
T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021	T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021	T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021	T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021	T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021	T00019 91 G0091 MCDONNELL AIRCRAFT CO QGB4021
T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025	T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025	T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025	T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025	T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025	T00019 92 C0003 MCDONNELL AIRCRAFT CO QGB4025
NAS500 99 32978 SYS ENG AND SECURITY IN	NAS500 99 32978 SYS ENG AND SECURITY IN	NAS500 99 32978 SYS ENG AND SECURITY IN	NAS500 99 32978 SYS ENG AND SECURITY IN	NAS500 99 32978 SYS ENG AND SECURITY IN	NAS500 99 32978 SYS ENG AND SECURITY IN
*	*	*	*	*	*
QGB4219	QGB4219	QGB4219	QGB4219	QGB4219	QGB4219
F19628 95 C0060 I I T RESEAR INSTR MARI	F19628 95 C0060 I I T RESEAR INSTR MARI	F19628 95 C0060 I I T RESEAR INSTR MARI	F19628 95 C0060 I I T RESEAR INSTR MARI	F19628 95 C0060 I I T RESEAR INSTR MARI	F19628 95 C0060 I I T RESEAR INSTR MARI

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMC090E	Contract Labels Report.
RGS	Reading Group Specialist Code identifying the individual who input the data.
PIIN	Procurement Instrument Identification Number (the contract number).
CONTRACTOR NAME	Self-explanatory.

16.109 UNMD010A - INQUIRY REJECTION

a. Data Summary

PURPOSE:	This report is used to identify the rejected inquiry(ies). The report will consist of an image of the rejected inquiry, a description of the error condition(s), the requester, and the Contract Administration Office.
SOURCE OF DATA:	Inquiry Transaction
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Necessary - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code
PAGE BREAK:	The page break occurs on each inquiry.
ADDITIONAL INFORMATION:	This report is produced each time an inquiry is rejected. The report will also identify the position(s) of the inquiry record which contained erroneous/invalid data. The rejected inquiry must be corrected and reentered into the system.

b. Sample Report

[illegible]

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD010A	Inquiry Rejection Report Format Code.
DATE	Date of report (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code to which the report is being routed.
PAGE	Page number.
REQUEST DATE FOR _____	Date the inquiry was made (YYMMDD). Request level for DISTRICT, CAO or ACO.
TO REQUESTER	The alphanumeric distribution code of the requester at the routing level.
RECORD IMAGE OF INQUIRY TRANSACTION	Self-explanatory (82 spaces).
REASON(S) FOR REJECTION	Up to 25 coded messages detailing the reasons the inquiry rejected.

16.110 UNMD020A - NEGATIVE CAR INQUIRY REPORT

a. Data Summary

PURPOSE:	To inform the requester that the condition requested on the CAR Inquiry Transaction did not exist on the data base.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Contract Administration Office Organization Code/Requester
PAGE BREAK:	By transaction (each FIC on a separate page)

16.110 UNMD020A - NEGATIVE CAR INQUIRY REPORT (CONT'D)

b. Sample Report

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD020A	Negative CAR Inquiry Report Format Code.
DATE	Date of report (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code to which the report will be routed.
PAGE	Page number.
REQUEST DATE	Date the inquiry was made (YYMMDD).
TO REQUESTER	The alphanumeric distribution code of the requester at the routing level.
RECORD IMAGE OF INQUIRY TRANSACTION	Self-explanatory (82 spaces).

16.111 UNMD030A - CONTRACT RECONCILIATION - CYC GENERATED

a. Data Summary

PURPOSE:	To identify contracts which are out-of-balance at either contract or ACRN level.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Cyclical Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN
TOTALS:	Totals by Unliquidated Obligation, Extended Value Unshipped, Accrued Expenditures, Total Extended Value, and Amount Out-of-Balance

ADDITIONAL INFORMATION:

- (1) Differences of 1% or more are considered Out-of-Balance.
- (2) If a special ACRN is present, the contract totals only will be provided for review.

16.111 UNMD030A - CONTRACT RECONCILIATION - CYC GENERATED (CONT'D)

b. Sample Report

```

REPORT NUMBER UNMD030A      DATE 90 APR 09      PAGE 1
RECONCILIATION OF UNLIQUIDATED OBLIGATIONS      CYC GENERATED
REASON FOR REQUEST  RGS      SYM      NAME/PERSON
CYCLE 001          AM1000S  FAA      CYCLE 001
PILY 00007 BT 0100 SPIN  ORG CODE 00      CONTRACTOR CODE 00000 KIND 5 TYPE J ZIP CODE 00010-0700 C-100 CODE 00100
ACRN      UNLIQUIDATED OBLIGATION      EXTENDED VALUE      UNSHIPPED      ACCRUED EXPENDITURES      TOTAL EXTENDED VALUE      CUMULATIVE BALANCE
*   AB      $ 00      $1,000,000,000.00      $00,000.00      $ 00      $1,000,000,000.00      $1,000,000,000.00
*   AC      $ 00      $00,000.00      $00,000.00      $ 00      $00,000.00      $00,000.00
*   BE      $ 00      $ 00      $ 00      $ 00      $ 00      $ 00
** TOTAL      $ 00      $1,000,000,000.00      $00,000.00      $ 00      $1,000,000,000.00      $1,000,000,000.00
* ACRN OUT-OF-BALANCE
* ABSTRACT HAS BEEN GENERATED
** CONTRACT OUT-OF-BALANCE
LAST PAGE
  
```

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD030A	Contract Reconciliation - CYC Generated Report.
DATE	Date of report (YYMMDD).
PAGE	Page number.
RGS	Reading Group Specialist Code.
SYM	Office Symbol.
NAME/REASON	Cycle Generated.
PIIN/SPIIN	The Procurement Instrument Identification Number and Supplementary Procurement Instrument Identification Number (the contract number).
ORG	The Contract Administration Office Organization Code of the office submitting the contract data.
CAGE	The Commercial and Government Entity is a code assigned to all contractors for unique identification.
KIND	The Kind of Contract Code which reflects the basic intent of the contract, such as procurement of supplies, services, research, etc. The Kind of Contract Codes and explanations are contained in part 15, appendix 8 of this manual.
TYPE	The Type of Contract Code that identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. The Type of Contract Codes and explanations are contained in part 15, appendix 9 of this manual.
ZIP CODE	Self-explanatory.
DCMD CODE	The DoDAAD Code of the DCMD responsible for administration of the contract.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ACRN	The Accounting Classification Reference Number which contains an Out-of-Balance condition and exceeds any generated restriction(s) if applicable.
UNLIQUIDATED OBLIGATION	The total dollar value remaining to be disbursed under a contract. The total obligated contract value less the monies already paid under the contract.
EXTENDED VALUE UNSHIPPED	The total dollar value of all line item quantities not yet shipped.
ACCRUED EXPENDITURES	The total dollar value of all line item quantities shipped and accepted but payment has not yet been made (Account Payables).
TOTAL EXTENDED VALUE	The total dollar values of the EXTENDED VALUE UNSHIPPED and the ACCRUED EXPENDITURES categories.
AMOUNT OUT-OF-BALANCE	The total dollar value difference between the TOTAL EXTENDED VALUE and the UNLIQUIDATED OBLIGATION values.
CONDITION ENCOUNTERED MESSAGES	In-The-Clear messages following the ACRN Out-of-Balance totals explaining conditions about contract and ACRN Out-of-Balances.

16.112 UNMD030D - CONTRACT RECONCILIATION - INQUIRY REQUESTED

a. Data Summary

PURPOSE:	To identify contracts which are out-of-balance at either contract or ACRN level. This report will also serve as an inquiry.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN
TOTALS:	Totals by Unliquidated Obligation, Extended Value Unshipped, Accrued Expenditures, Total Extended Value, and Amount Out-of-Balance

ADDITIONAL INFORMATION:

(1) Report UNMD030D is produced as a result of an internal adjustment and as a result of an inquiry. Internal adjustments are defined as changes to money amounts or quantities resulting from modifications or corrections.

(2) The changes which cause the automatic generation of this report are further defined as:

(a) Obligation amount (N_D, pos. 45-54).

(b) Unit price (N_E, pos. 54-65).

(c) ACRN (N_G, pos. 56-57).

(d) Quantity (N_E, pos. 44-51).

(3) The report will be generated to ensure that the ACRN level unliquidated obligation remains equal to the extended value of the undelivered items (for that ACRN) plus any accrued expenditures for those line items.

(4) Differences of 1% or more are considered Out-of-Balance.

(5) If a special ACRN is present, the contract totals only will be provided for review.

16.112 UNMD030D - CONTRACT RECONCILIATION - INQUIRY REQUESTED (CONT'D)

b. Sample Report

REPORT NUMBER	UNMD030D	DATE	95 DEC 11	CAD CODE LN	PAGE	14	TO REQUESTOR	BOLDE
REQUESTED RECONCILIATION	REPLY	REQUEST DATE	95 DEC 08	FOR CTR	F3365778C0468			
RESTRICTIONS	AMOUNT OUT OF BALANCE		\$.00					
R E C O N C I L I A T I O N O F U N L I Q U I D A T E D O B L I G A T I O N S I N Q U I R Y R E Q U E S T								
PIIN	F33657 78 C0468	SPIIN	ORG CODE LN * CONTRACTOR CODE 15090	KIND 1 TYPE S	ZIP CODE 85734-0000	DCASR CODE SC1002		
ACRN	UNLIQUIDATED OBLIGATION	EXTENDED VALUE UNSHIPED	ACCURED EXPENDITURES	TOTAL EXTENDED VALUE	AMOUNT OUT-OF-BALANCE			
	00	\$.00	\$.00	\$.00	\$.00	\$.00		\$.00
*	09	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	13	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
	15	\$.00	\$.00	\$.00	\$.00	\$.00		\$.00
*	18	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
	21	\$.00	\$.00	\$.00	\$.00	\$.00		\$.00
	22	\$.00	\$.00	\$.00	\$.00	\$.00		\$.00
*	25	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	26	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	27	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	28	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	29	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	32	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	35	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	39	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	40	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01
*	45	\$.01	\$.00	\$.00	\$.00	\$.01		\$.01

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD030A	Contract Reconciliation - Inquiry Requested Report.
DATE	Date of report (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code to which the report is being routed.
PAGE	Page number.
REQUEST DATE	Date the inquiry was made (YYMMDD).
FOR _____	Request level FOR DISTRICT, CAO, or ACO.
TO REQUESTER	The alphanumeric distribution code of the requester at the routing level.
GENERATED INDICATOR RESTRICTIONS DOLLAR RANGE ACRN RANGE MULTI/UNDEF- INITIZED ACRNS ONLY IND FIXED PRICE INCLUDING/EX- CLUDING SUB- SISTENCE	Optional restrictions that can be employed during the input. Request that sets parameters within which Out-of-Balance conditions will not be printed on the report. Out-of-Balance conditions exceeding the generated parameters will be shown on the report.
PIIN/SPIIN	The Procurement Instrument Identification Number and Supplementary Procurement Instrument Identification Number (the contract number).
ORG	The Contract Administration Office Organization Code of the office submitting the contract data.
CAGE	The Commercial and Government Entity is a code assigned to all contractors for unique identification.
KIND	The Kind of Contract Code which reflects the basic intent of the contract, such as procurement of supplies, services, research, etc. The Kind of Contract Codes and explanations are contained in part 15, appendix 8 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
TYPE	The Type of Contract Code that identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. The Type of Contract Codes and explanations are contained in part 15, appendix 9 of this manual.
ZIP CODE	Self-explanatory.
DCMD CODE	The DoDAAD Code of the DCMD responsible for administration of the contract.
ACRN	The Accounting Classification Reference Number which contains an Out-of-Balance condition and exceeds any generated restriction(s), if applicable.
UNLIQUIDATED OBLIGATION	The total dollar value remaining to be disbursed under a contract. The total obligated contract value less the monies already paid under the contract.
EXTENDED VALUE UNSHIPPED	The total dollar value of all line item quantities not yet shipped.
ACCRUED EXPENDITURES	The total dollar value of all line item quantities shipped and accepted but payment has not yet been made (Account Payables).
TOTAL EXTENDED VALUE	The total dollar values of the EXTENDED VALUE UNSHIPPED and the ACCRUED EXPENDITURES categories.
AMOUNT OUT-OF-BALANCE	The total dollar value difference between the TOTAL EXTENDED VALUE and the UNLIQUIDATED OBLIGATION values.
CONDITION ENCOUNTERED MESSAGES	In-the-clear messages following the ACRN Out-of-Balance totals explaining conditions about contract and ACRN Out-of-Balances.
GROUP STATISTICAL DATA	
CONTRACTS RECONCILED	The total number of contracts reviewed for the group requested.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CONTRACTS OUT-OF-BALANCE	Of the contracts reviewed in the inquiry, this is the number which are Out-of-Balance.
TOTAL AMOUNT OUT-OF-BALANCE	The total dollar value of the amounts Out-of-Balance, credit amounts Out-of-Balance are added to debit amounts Out-of-Balance to get the absolute amount.
NET AMOUNT OUT-OF-BALANCE	The credit amount Out-of-Balance is offset against the debit amount Out-of-Balance to get the difference.
ACRNS RECONCILED	The total number of ACRNS on the contract reviewed for the group requested. Does not include nines and U blanks in the contracts reviewed.
ACRNS OUT-OF-BALANCE	Of the ACRNS reviewed, this is the number which are Out-of-Balance.
CONTRACTS BALANCE, HOWEVER, ACRNS OUT AND CONTAIN 9, U BLANK	These contracts balance at the contract level; however, there are internal ACRNS Out-of-Balance and the contract nines or U blanks.

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NEXT SECTION STARTS AT PAGE 776